



***Dietetics
User Manual***



Version 5.0

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Preface

Purpose

The Dietetics User Manual is designed as a reference guide for all Dietetics program users. Options utilized on a daily basis by the general user are explained in detail with associated prompt sequences and outputs included to illustrate program functions.

Scope

The Dietetics User Manual is a guide designed to support the DHCP Dietetics Version 5.0 program. This version enhances already automated functions of Clinical and Administrative Dietetics and adds new functionality to the Food Management and Clinical Quality Care monitoring activities. This manual provides complete documentation for previous and new dietetic functionality for the end user.

Audience

The Dietetics User Manual is intended for use by all Nutrition and Food Service staff. The Diet Order Entry information may be used by Physicians, Nurses and Medical Administration Service ward personnel.

Introduction

The DHCP Dietetic Systems software integrates the automation of many Clinical Dietetics and Food Management functions. The Clinical Dietetics activities of Nutrition Screening, Nutrition Assessment, diet order entry, tube-feeding and supplemental feeding orders, patient food preferences, specific diet pattern calculations, nutrient analysis of meals, consult reporting, encounter tracking, and quality care monitoring are all available in this program. Complete automation of food production activities, service and distribution, inventory and cost management, recipe expansion, menu and recipe nutrient analysis, meal and diet pattern development and implementation, diet card and tray ticket printing, quality service tracking, and annual management reports are also available.

Detailed functionality and process activity for Dietetics software are divided into two major areas of use: options that the Manager/ADPAC needs to build files, set parameters, review data, and generate reports, and options the general user needs for normal day-to-day automated Dietetic functions. The areas covered in this manual are shown on the next page.

Orientation

The Clinical Ad Hoc Group (CAHG) for the Nutrition Food Service Expert Panel has developed new clinical modules and updated existing modules. These applications provide tools to aid in the evaluation of patients, the provision of nutrition care and the management of the Clinical Dietetics Section.

How to Work with the System

Is this chapter for you?

If you are just learning to use DHCP software, this chapter introduces you to a small but important part of the DHCP world — signing on, entering data, and getting out. You do not have to be a computer expert to use DHCP software or know a lot of technical terms. You do have to follow instructions. And, in general, you need to be curious, flexible, and patient. This chapter will help you to get started. If you are an experienced DHCP user, this chapter can serve as a reminder.

Other Resources:

If you are not familiar with DHCP software applications, we recommend that you study *The DHCP Users Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first time users of any DHCP application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resource Management (IRM) staff.

How Does DHCP Work?

Decentralized Hospital Computer Program (DHCP) software packages use the computer in an interactive fashion. An interactive system involves a conversation with the computer. The computer asks you to supply information and immediately processes it. You interact with the software by responding to prompts (the questions) in the program. Your responses are recognized by the computer when you complete the interaction by pressing the Return or Enter key. DHCP software is "menu driven." A menu is a screen display which lists all of the choices (options) available. You see only the menus, options, and functions which you have security clearance to use. Once you make a selection, the software may branch to another menu (submenu) or you might be asked to answer questions which allow the computer to perform tasks.

How to Sign-on

The procedure for establishing a link to the terminal involves access and verify codes. These codes are assigned by IRM staff. Contact your supervisor if you need these codes. For security reasons, the access code and verify code are not displayed on the terminal screen when you type them in. Please do not write your code down or reveal it to others. The sign-on banner shows the date and time

when you last signed on. The banner also shows if the account had any unsuccessful attempts at logon. Periodically, you are required to change your verify code.

Press the Return key on the keyboard. A blinking cursor appears on the terminal. You then see:

```
ACCESS CODE: Enter your assigned access code
VERIFY CODE: Enter your assigned verify code
```

How to Stop

In most cases, when you begin an option you continue through it to a normal ending. At times however, you might want to exit the option to do something else. To stop what you are doing, enter an up-arrow (^). You can use the up-arrow at almost any prompt to terminate the line of questioning and return to the previous level in the routine. Continue entering the up-arrow to completely exit the system.

How to Enter Data

Each message you type must be followed by pressing the Return key (or Enter key on some keyboards) to indicate you have completed that entry. In many cases, you need only enter the first few letters (called shortcut synonyms) of an option or field, and the computer fills in the rest. Shortcut synonyms help increase speed and accuracy.

If you want to bypass a prompt, press the Return or Enter key and the computer will go on to the next question. You are allowed to bypass a question only if the information is not required to continue with the option.

Some typists use the lower case "L" for the number "1" and the letter "O" for zero. Please keep in mind that with this software the number "1" and the letter "l" are not interchangeable. Also the number "0" and the letter "O" are not interchangeable.

How to Obtain Help

If you need assistance while interacting with the software, enter a question mark or two to receive on-line help.

? Entering a single question mark at a prompt provides a brief help message.

?? Two question marks entered at a prompt provides a more extensive description and/or a list of choices appropriate to the prompt.

Responding to Prompts

When the computer prompts you with a question, typically a colon (:) follows.

Several types of prompts may be used including yes/no, select, and default.

Prompts can be a field in a file, like the basic prompt shown below:

DATE OF BIRTH: This type of prompt is waiting for you to enter a value,
like March 3, 1960. Don't forget to complete your interaction by pressing the
Return or Enter key.

Select Prompt

If the answer to the prompt is a choice of several alternatives, the question can appear prefixed with the word "Select", as below:

Select PATIENT NAME:

Yes/No Prompt

If the question requires either a Yes or No response (in which case simply Y or N, upper or lower case, is acceptable), the question can be followed by a question mark rather than a colon.

ARE YOU SURE?

Sometimes, the text of the question will include, within parentheses, the different allowable responses that you can make to that question:

ARE YOU SURE (Y/N)?

Default Prompt

Sometimes the question the computer is asking you has a standard expected answer. This is known as the default response. In order to save you the trouble of typing the most probable answer, the computer provides the answer followed with a double slash (/). You either enter nothing (also known as a null response) by pressing the Return key to accept the default response as your answer, or you can type a different response:

IS IT OKAY TO DELETE? NO//

Invalid Response

The computer software checks each answer immediately after it is entered.

Whenever the computer determines that an answer is invalid for any reason, it beeps, displays two spaces and two question marks, and repeats the question on a new line.

LAYGO

DHCP software checks your answers against an internally stored table of valid answers. If your answer is not stored in this table but the Learn-As-You-GO (LAYGO) mode is allowed, the computer adds your response as one of those valid answers. If LAYGO mode is allowed then a sample dialogue goes something like this:

ARE YOU ADDING A NEW CLINIC?

If you respond with a Y (or YES or yes), the software adds the new clinic in its validation table and accepts the answer. If anything other than Yes is entered, the original answer is invalidated and the question is repeated.

How to Enter Dates and Times

When the acceptable answer to a question is a date, use the following answer formats. Note that the response is not case sensitive, upper or lower case input is acceptable:

JULY 20, 1969
7/20/69
20 JUL 69
10jul69
10 jul 69
072069
TODAY or Today or T or t (today)
TODAY+1 or T+1 or t+1 (tomorrow)
TODAY-7 or T-7 or t-7 (one week ago)
TODAY+3W or T+3W or t+3w (3 weeks hence)
NOW+1H (present time plus one hour)
NOW+4M (present time plus four months)
NOON (12:00 p.m.)
MID (12:00 a.m.)

The year portion of the date can be left off; normally the system assumes current year. Occasionally, the software allows you to enter a time-of-day in connection with a date, for example, 4:00 P.M. on July 20, 1994. To do this, type the date in one of the above forms followed by an at sign (@), followed by the time. For example, you might enter:

20 JUL 94@4PM

In this mode, you can enter time either as military (four digit) time, hour AM/PM, or hour:minute:second AM/PM, or simply NOW (or Now or now) for the current date/time.

The colon (:) can be omitted and AM/PM can also be omitted if the time being entered is between 6 A.M. and 6 P.M. Thus, today at 3:30 P.M. can be entered as:

T@330

Use MID as a response to mean 12:00 A.M. (midnight) and NOON as a response to mean 12:00 P.M. for time associated with dates:

Making Corrections

When you want to delete an answer previously entered, without substituting any other answer, enter an at sign (@) as a response to that prompt. This leaves the answer blank.

DATE OF BIRTH: May 21, 1946//@

In this example, the date on file is erased and now there is no answer to the "DATE OF BIRTH" prompt; it is null. The system asks you to confirm that you really intend to delete the information.

You may not be able to delete a response if the information is required:

ARE YOU SURE?

This question is a safety feature, giving you a chance to change your mind now, without re-editing later.

Spacebar Recall Feature

When using this software, you might want to answer a prompt with a code meaning *the same as before*. The computer is capable of remembering what your last response(s) were the last time you signed on. This feature is called spacebar recall and employs the spacebar and Return keys.

You generally can repeat information you entered the first time by entering a space and pressing the Return or Enter key. For example, you might wish to do a series of procedures for one patient. Each time (after the first) you are asked for the patient name, you can enter a space and press the Return key and the computer enters the same patient.

Printing Reports

Frequently, when you have finished some data entry you are asked if you wish to print the record, file, or report. You can display the report on your terminal screen or produce a paper copy. You are prompted to enter a device number of the printer you want to use. If you do not know the device number of the printer, you can type in a question mark for a list of printers. In some cases the device you will use has already been decided for you and you will not be asked where you want to print. If you need assistance in determining the device number, ask your application coordinator or site manager.

Right Margin

Sometimes you are asked to specify the right margin of the report. You are not always asked this since the information might be preset for the device you specify

and a default answer provided. Nevertheless, your choices are simple. Generally, "80" is used for standard size paper or for displaying on the terminal screen; "132" is used for wider paper.

```
DEVICE: Right Margin: 80//
```

Display the Report on the Terminal Screen

Display is the word used to indicate data printed to a terminal screen rather than on paper. At the DEVICE prompt, if you want to view a report on your screen, press the Return key. Normally, if you do not specify a device number, the information prints on your screen. After the screen fills with the first page of the report, you are prompted to press the Return key to continue with the next screen of data. The process is repeated at the bottom of every screen. You can exit the option at any time by entering an up-arrow (^).

```
Press <RET> to continue, or '^' to quit
```

Queue Report to a Printer

If you want to queue your output to run in the background, type the letter Q at the DEVICE prompt. Next, you are prompted to enter a device number of the printer you want to use. Finally, enter the date and time you would like the report to print.

```
DEVICE: Enter the letter Q to queue the print job.
```

```
DEVICE: Enter the device name or number.
```

```
Requested Start Time: NOW// Press the Return key or enter a time here  
using the date and time formats discussed above (e.g., NOW+1 for one hour from  
now).
```

Package Management

At the present time, the Dietetics software does not contain elements concerning program specific management or other legal considerations. However, this may change with new releases of the program.

Package Operation

Administrative Reports Menu

This program captures required statistics and provides administrative and clinical reports to facilitate decision making and quality control. Options produce reports for additional meals, served meals, staffing, and costing of meals, supplements, and tube feedings. The data provided is aggregated quarterly and yearly. Also within this section is the automation of the Annual Dietetic Report. Some data is automatically retrieved from the

other Administrative reports, MAS files, and Fiscal reports. Options provide a mechanism for editing the automatic data as well as manually entering additional data from other areas. The Annual Report prints out in seven sections and fulfills yearly report requirements.

The Inventory module has been added to this section. It includes the printing of an ingredient worksheet sorted by storage location which can be used to record the physical inventory. The on-hand quantities can be entered by looping through the ingredients or editing individual ingredients. The Inventory Report will calculate a grand total and subtotals for each food group.

Production Reports

The User can generate food production reports for each meal for each day based on a sophisticated forecasting system or on the actual census. Reports will tabulate standing orders and food preferences which can be used to refine the automated production reports. Special ingredient and storeroom requisition lists, recipe preparation reports, and expanded recipes can be generated for each meal in a matter of seconds. Supplemental feeding delivery lists and labels as well as bulk ward feeding lists can also be generated from this program. By utilizing the forecasting options, the user can generate estimates of future ingredient requirements which can be used to facilitate the establishment of contract estimates for cost effective purchasing. The complete menu can be printed on weekly or daily basis.

Dietetic Consults

Clinicians will receive nutrition consults from this program based on their Dietetic Ward assignments as defined by the Clinical Manager. Consult Types File is also created by the Manager, and made available to all Dietetic Users to request information or action from the dietitian or technician. The Clinician can respond, save for a later time, reassign to another clinician, or complete the consult and record information in the Dietetic Encounters program.

Diet Order Entry, Tubefeedings, and Diet Order Processing

This is the primary program accessed by all Dietetic users. It allows for the electronic transmission of all routine information about diet orders and meal service from ward personnel to Dietetic Service. This program has pointers to the MAS files and automatically updates patient admission, location, and inpatient status; such as ASIH or Pass. Early or late trays, tubefeedings, hold meals, isolation precautions as well as any diet order or combination can be entered. Several options are also available to track this information for each patient. Diet Activity Reports aggregate this information over time and allow the user to print it periodically to update information for patient food service.

Users can also enter patient specific data which can be stored for an admission or future reference. Individualized diet patterns, standing orders for special foods or utensils, food preferences, and supplemental feedings can be entered, stored, and tabulated for production and service.

Tubefeeding option allows for the entering or editing of one or more products with varying strengths and frequencies. Tubefeedings can be tabulated for pull sheets, and generate preparation instructions, labels, and distribution lists.

Dietetic Lists and Reports support the Communication Office functions by allowing lists to be generated for patient's birthdays, diet activity, early/late trays, NPO/passes, isolation precautions, diet cards and tray tickets.

Energy Nutrient Analysis

This program calculates daily and average totals of food nutrient values for a list of entered foods and allows for storage, retrieval, and editing of the food list. Program contains the latest USDA nutrient release, additional fiber data from research, and selected commonly used items from Bowes and Church, 16th edition.

Food Preferences

This program allows user to enter patient food preferences which can be saved from admission to admission. These preferences can be tabulated for use in meal production calculations. Preferences will be printed on the automated diet card or honored by substitution on the tray ticket. The Food Preference File must be pre-built by the Manager/ADPAC.

The Clinical Assessment will have a default height, if any, from previous assessment.

All titles, names, and options with the word "Nutritional" have been changed to "Nutrition".

Nutrition Patient Management

There are two new options in the Nutrition Patient Management. The option List Inpats By Nutrition Status Level allows the user to view all the inpatients that are on a selected nutritional status. The option Print Pat's Nutrition Status History prints the nutrition status history of an inpatient or outpatient for a selected date range.

Nutrition Profile

Nutrition Profile form now includes diagnosis, diet order, tubefeeding order, and supplemental feedings.

Nutrition Status

All titles, names, and options with the word "Nutritional" have been changed to "Nutrition". Nutrition Status Change Matrix is the revised Nutrition Status Change Summary. It displays status changes over three to seven days from the admission date to now.

Dietetic Encounter

Encounter entries can be edited and/or deleted. User can view own or others encounters. Dietetic Encounter Statistics report has been redesigned from 80 columns to 132 columns. The print order will now be clinician, encounter category, encounter type, and patient. There will be a subtotal within for each encounter category. The units will be prorated among group encounters. Follow-up encounters will be indicated.

Patient Movements

This option pulls data from MAS and provides users with current information about admissions, discharges, interward transfers, and passes.

Supplemental Feedings

Supplemental Feeding Report can now be printed by Supplemental Feeding Site designations of ward groupings. The Synonym name can be entered for user ease in the Supplemental Feeding file. The Cost Report has been added under the Administrative Menu. The option, Review Supplemental Feedings, has been removed. User can refer to the Tickler File to review Supplemental Feedings.

Standing Orders

Standing Order now allows quantity prompts. Labels and consolidated list have been added to Standing Order. A field has been added in the Standing Order File to indicate whether or not a label should be generated. The Standing Order Report can be generated by new geography and consolidated on a single sheet for multiple service points.

Tickler File

The Tickler File has been added. It allows clinicians to be reminded of clinical care requirements for follow-up.

DIETETIC ADMINISTRATION

AM Administrative Menu

- AR Additional Meals Report
- PE Enter/Edit Staffing Data
- PR Staffing Data Report
- QE Enter/Edit Current Ingredient QOH
- QW Display Ingredient Inventory List
- RE Enter/Edit Served Meals
- RR Served Meals Report
- RS Enter/Edit Cost of Meals Served
- SP Cost of Meals Served Report
- SR Supplemental Feeding Cost Report
- TC Print Tubefeeding Cost Report

Overview

The Administrative Menu (AR) provides an electronic method of compiling and computing data for the Administrative Manager. Data can be entered for daily staffing usage, meals served, and costing of meals. Some data is automatically pulled from MAS files while other data must be entered by the dietetic user. Reports can be generated detailing daily staffing and meals served as well as computing totals and averages for any designated time frame, i.e., pay period, month, quarter, or year. Data from these reports can also be used to calculate man minutes per meal.

Staffing and served meals data is automatically pulled from these Administrative Menu options to the Dietetic Annual Report for quarterly and yearly analysis and comparisons. Therefore, in order to have an accurate and complete Annual Report the options contained in the Administrative Menu must be used. Also, the data compiled in these reports can be used for completing the AMIS 224, Cost of Served Meals Report.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: AR Additional Meals Report [FHADMR3]

This subroutine generates the Additional Meals Report which lists all meals served to anyone other than inpatients; by date, meal and category (Outpatient, OOD, etc.). Daily totals for the time period requested are generated. This report requires 132 column printing.

Prompt/User Entry:

Starting Date: **JAN 1 95** <RET> (JAN 01, 1995)

Ending Date: **JAN 30 95** <RET> (JAN 30, 1995)

Print on Device: HOME// <RET> PC ENTER
NET RIGHT MARGIN: 80// **132** <RET>

Discussion:

Enter date for beginning of report period. Must be one day in the past.

The report requires a 132 column printer.

Enter date for end of report period. Must be one day in the past.

Enter printer device OR press <RET> key (enter 132 as shown here) so that the report will wrap on screen - aligned.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: PE Enter/Edit Staffing Data [FHADMR4]

This option automates the compilation of data for the Nutrition Food Service Staffing Guidelines (RCS 10-0703). Although this report is no longer required, many managers continue to use the data for staffing purposes. FTEE data entered here is automatically passed to the Dietetic Annual Report (see Annual Report Chapter). The first Staffing option allows for the entering of FTEE data and other paid and/or unpaid leave hours. The second option generates the computed report of this data.

This sub-routine allows the user to enter and edit Dietetic staffing data per day. Data should be tabulated from Dietetic Service timekeeping records. FTEE data is entered and stored to three decimals, while leave data is entered and stored to two decimals. Once data is computed for the Staffing Report, figures are rounded to one decimal point for printing purposes. FTEE fields will display default values from the previous day and may be edited.

Within the field descriptions are brief definitions of the terms used in entering and reporting Dietetic staffing. For more information concerning the categories or terms see M-1, Part IX, Chapter 8: Dietetic Staffing Guidelines. The code numbers and column designations listed in parenthesis refer to the formerly used RCS10-0703 activity worksheet. They are provided for reference purposes only.

Field Definitions

Staffing Data Date Field

Enter the date for which you are entering staffing data. Dates can be edited at anytime (Column A).

Daily FTEE Field

Enter the count of all FTEE assigned to Dietetic Service including full time, part time, and temporary employees. Default of the figure entered on the previous day will be displayed (Code 201 - Column B).

Clinical FTEE Field

Enter the total of all Clinical Dietitians and clinical technicians who works with the clinical dietitians in patient care activities. (Code 202 - Column C).

Administrative FTEE Field

Total all FTEE assigned to these positions within Dietetic Service: Chief, Assistant Chief, Chief, Administrative Section, Chief, Clinical Section, Administrative Dietitians, Internship Director, Education and Staff Development Dietitians, and Quality Assurance Dietitians. Enter the total administrative FTEE in this field (Code 203 - Column C).

Support Staff FTEE Field

Total all FTEE assigned to these positions within Dietetic Service: Administrative Technicians, Secretary, Clerk Typist, Cost Accounts Clerk, Timekeeper, and Clinical Dietetic Technicians. Enter this total in the Support Staff FTEE field. Diet communication personnel are NOT included here. They should be tallied as measured FTEE (Code 204 - Column D).

CFWS FTEE Field

This field represents FTEE assigned as Chief, Food Production and Service, supervisory cooks and food service supervisors. Total these FTEE and enter in this field (Code 205 - Column E).

Days Off Hours Field

Enter in this field the total "off day" hours for this date for all Dietetic employees not listed in any of the previous categories; Clinical, Administrative, Support Staff or CFWS (Supervisory). This data must be tallied from the daily timekeeping records. The employees tallied for this and subsequent "hours fields" are referred to as measured FTEE. This field contains the count of hours NOT worked by measured personnel (Column H).

LWOP & AWOL Hours Field

Tally the total hours for this date charged to measured FTEE (see previous field) for LWOP (Leave Without Pay) and AWOL (Absent Without Leave). These are unpaid hours of leave for measured Dietetic FTEE. Enter in this field (Code 316 - Column I).

Overtime Hours Field

Enter the total in this field of overtime hours posted for this day to measured Dietetic FTEE. This field should include only documented and approved overtime hours (Code 301 - Column J).

Unscheduled Hours Field

Tally and enter in this field the total number of unscheduled hours worked by measured Dietetic FTEE, for this date. (Column K)

Intermittent Hours Field

Tally the hours worked by Dietetic employees classified as Intermittent. Enter the total in this field (Column K).

COP Hours Field

Count all hours posted to COP (Continuation of Pay) for this day for measured Dietetic FTEE. COP is associated with work-related injuries. Enter total in this field (Code 302 - Column M).

Annual Leave Hours Field

Enter the total hours of Annual Leave charged to measured Dietetic FTEE for this day in this field (Column N).

Sick Leave Hours Field

Enter the total hours of Sick Leave charged to measured Dietetic FTEE for this day in this field (Column O).

Other Leave Hours Field

Tally the total number of hours charged to other paid leave for measured Dietetic FTEE for this day. Enter the total in this field. Other paid leave includes Jury Duty, Military Leave, Authorized Absence, etc (Column P).

Loaned/Union Hours Field

Total the hours worked by measured Dietetic FTEE who have been loaned to other services or who are working on Union Activities. Enter the total for this day in the field (Code 330 - Column Q).

Comp. Hours Field

This field should have entered for this day the total Comp-Time hours worked by measured Dietetic FTEE. Comp-Time hours are hours worked in excess of scheduled tour but for which overtime is not paid but additional leave hours are accrued (Column R).

Trainee Hours Field

Enter the total hours worked this day by employees enrolled in specific Trainee programs in this field (Column R).

Volunteer Hours Field

Enter the total hours worked on measured Dietetic functions by volunteers on this date, in this field (Code 315 - Column S).

Borrowed Hours Field

Tally and enter in this field (for this date) the total number of hours worked within Dietetic Service by employees being paid by other services (Code 320 - Column T). You may enter ?? and press return key after each prompt to see the definition of each field. If you do not want to enter any hours, advance to the next prompt by pressing the return key.

Prompt/User Entry:

STAFFING DATA Date: 1/2 <RET> (JAN 02, 1995)

DAILY FTEE: 375// 141.45 <RET>

CLINICAL FTEE: 17.5// <RET>
ADMINISTRATIVE FTEE: 70// 8.5 <RET>
SUPPORT STAFF FTEE: 6 <RET>

CFWS FTEE: ?? <RET>

CFWS FTEE: 9 <RET>
DAYS OFF HOURS: 30// 205 <RET>

LWOP & AWOL HOURS: 24 <RET>

OVERTIME HOURS: <RET>

UNSCHEDULED HOURS: 15 <RET>

INTERMITTENT HOURS: <RET>

COP HOURS: <RET>

ANNUAL LEAVE HOURS: 19 <RET>

SICK LEAVE HOURS: 18 <RET>

OTHER LEAVE HOURS: 60 <RET>

Discussion:

Enter date that you are entering staffing data.

You may change any of the following FTEEs by entering a number up to 3 decimals, as shown here, or press <RET> key at the // prompt for default of previous FTEEs.

This field contains the FTEE of Supervisory Cooks and Supervisory Food Service Workers.

You may change any of the following hours by entering a number up to 2 decimals, as shown here, or press <RET> key at the // prompt for default of previous hours. Press <RET> key to advance to the next prompt if no hours are to be entered.

LOANED/UNION HOURS: <RET>

COMP HOURS: <RET>

TRAINEE HOURS: <RET>

VOLUNTEER HOURS: <RET>

BORROWED HOURS: <RET>

STAFFING DATA Date: <RET>

Enter another date to begin entry
sequence again.

PE Enter/Edit Staffing Data
STAFFING DATA Date: JAN 2 95 (JAN 02, 1995)
DAILY FTEE: 141.45
CLINICAL FTEE: 17.5
ADMINISTRATIVE FTEE: 8.5
SUPPORT STAFF FTEE: 6
CFWS FTEE: 9
DAYS OFF HOURS: 205
LWOP & AWOL HOURS: 24
OVERTIME HOURS:
UNSCHEDULED HOURS: 15
INTERMITTENT HOURS:
COP HOURS:
ANNUAL LEAVE HOURS: 19
SICK LEAVE HOURS: 18
OTHER LEAVE HOURS: 60
LOANED/UNION HOURS:
COMP. HOURS:
TRAINEE HOURS:
VOLUNTEER HOURS:
BORROWED HOURS:

STAFFING DATA Date: <RET>

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: PR Staffing Data Report [FHADMR5]

This option generates the Staffing Guidelines Report (formerly RCS-10-0703 Worksheet, VA Form 10-2969-3). Report includes all data entered under the PE Enter/Edit Staffing Data and displays computed fields for measured FTEE, Potential Hours, Total Paid Hours, and Total Hours Worked for each day. Totals for each category are computed, averaged, and displayed for the number of days designated. All leave hours are also computed as percentages of total paid hours.

Additional computations of the Unscheduled (UNS) and Intermittent (INT) hours worked are displayed at the end of this report. The UNS/INT hours are totaled for the designated report period and converted to FTEE by dividing the total by 8. This UNS/INT FTEE is added to the total measured FTEE for the report period. The average measured FTEE is then computed for this report period using this adjusted measured FTEE. These figures are provided as additional staffing tools for management. They are also included in the Staffing section of the Annual Report.

The Staffing Data Report requires 132 column printing and can be generated by entering the beginning and ending date of the report period. Report can be for any designated time frame.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: QE Enter/Edit Current Ingredient QOH [FHING12]

This option provides an easy looping mechanism for entering inventory quantities for all ingredients. Each ingredient is displayed separately with the date the last quantity was entered. Ingredients appear alphabetically, sorted by storage location or food group. The user can elect to enter data for one food group or storage location at a time or loop through all groups and/or locations. Cost can be updated while entering quantity if a YES is entered at the first prompt for this option. Then the cost per unit of purchase will be displayed as well as the Inventory Quantity on Hand field. Any data entered in this option will automatically update the corresponding fields in the Ingredient File.

Note: Data is stored in the Inventory Program only until the next update. Thus, anytime you enter or edit data you will need to print an Inventory Report for your files. Subsequent changes will delete all previous data.

Prompt/User Entry:

Want to enter Cost along with QOH
(Y/N)? **Y <RET>** YES

Enter Current QOH by INDIVIDUAL
Ingredient (Y/N)? **Y <RET>** YES

Select INGREDIENT NAME: **BEEF,**
BONELESS, FROZEN, TOP ROUND <RET>
QOH LAST UPDATED
ON 22-Mar-95

PRICE/UNIT OF PURCHASE: 8.34// **<RET>**

Discussion:

Enter YES to update price while entering quantities.

If you answered NO, you will not be prompted for price information.

Answer YES if you wish to enter quantity by individual ingredient. Answer NO if you wish to enter quantity by looping through all ingredients sorted by food group or storage area.

Enter ?? <RET> to get ingredient list. The ingredient name and the date that the quantity was last entered will be displayed.

Enter the price per purchase unit with up to 3 decimals. As a default, the last price entered will display. Press <RET> if you wish the default

ON HAND (IN U/P): 4// <RET>

Select INGREDIENT NAME: <RET>

Do you want to re-cost recipes? (Y/N):
N <RET>

Select Administrative Menu Option: QE
<RET> Enter/Edit Current Ingredient
QOH

Want to enter Cost along with QOH
(Y/N)? N <RET>
If no entered at second prompt:

Enter Current QOH by INDIVIDUAL
Ingredient (Y/N)? N <RET> NO

Select by F=FOOD GROUPS or S=STORAGE:
F// <RET>

Select Food Group (or ALL): 4 <RET>

Ingredient: BEEF, BONELESS, FROZEN,
TOP ROUND

QOH LAST UPDATED ON 22-
MAR-95
ON HAND (IN U/P): 4// ^ <RET>
OR

Select Administrative Menu Option: QE
<RET> Enter/Edit Current Ingredient
QOH

Want to enter Cost along with QOH

price to remain. NOTE: This
prompt will only appear if Y was
selected at the first prompt.

Enter the quantity on hand, with up
to 2 decimals. As a default, the last
QOH will display.

Enter another ingredient name or
press <RET> to continue. When you
have entered all the ingredients,
proceed to last prompt "Do you want
to re-cost recipes", if you updated
cost information. If you did not
update cost information, the
sequence to enter by ingredient is
finished.

Enter/Edit Current Ingredient QOH

Enter F to enter data sorted by Food
Group, and S to enter data sorted by
Storage Area, or press <RET> at //
prompt for default to remain.

Enter the Food Group number (1
thru 6) or ALL.

(Y/N)? **YES <RET>**

Enter Current QOH by INDIVIDUAL
Ingredient (Y/N)? **NO <RET>**

Select by F=FOOD GROUPS or S=STORAGE:
S <RET>

Select Storage Location (or ALL): ??
<RET>

CHOOSE FROM:
BASEMENT
FREEZER
KITCHEN
SHELF

Select Storage Location (or ALL):
FREEZER <RET>

INGREDIENT: BEEF, BONELESS, FROZEN,
TOP ROUND FRZ
QOH LAST UPDATED ON 22-
Mar-95

PRICE/UNIT OF PURCHASE: 8.34// **<RET>**
ON HAND (IN U/P): 4// ^ **<RET>**

Select Administrative Menu Option: **QE**
<RET> Enter/Edit Current Ingredient
QOH

Want to enter Cost along with QOH
(Y/N)? **Y <RET>** YES

Enter Current QOH by INDIVIDUAL
Ingredient (Y/N)? **Y <RET>** YES

Enter ?? to get listing of Storage
Locations, then enter Storage
Location name or ALL.

Ingredient names will be displayed
in order as they appear on the Food
Group or Storage Location list. If
ALL is entered, each Food Group
and Storage Area will appear
separately but will follow
consecutively.

The ingredient name and the date
that the quantity was last entered
will be displayed.

Enter the price per purchase unit
with up to 3 decimals. As a default,
the last price entered will display.
NOTE: This prompt will only
appear if Y was selected at the first
prompt.

Enter the quantity on hand with up
to 2 decimals. As a default, the last
QOH will display.

Select INGREDIENT NAME: <RET>

Ingredients will continue to display until the end of the Food Group or Storage Location is reached. If you do not wish to update information for that item, enter ^ <RET> at the Price/Unit prompt to continue.

If you updated cost information, proceed to last prompt. If not, the sequence to enter by Food Group or Storage Area is finished.

Do you want to re-cost recipes? (Y/N):
YES <RET>

Enter Y if you wish to update recipe costs, and enter N if not.

Beginning re-costing of all recipes
.....
.....

NOTE: This prompt will only appear if Y was selected at first prompt.

Done ...

QE Enter/Edit Current Ingredient QOH

Want to enter Cost along with QOH (Y/N)? YES

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? YES

Select INGREDIENT NAME: BEEF

- 1 BEEF LIVER
- 2 BEEF PUREE, W/ BEEF BROTH, DIET, LO NA
- 3 BEEF STEW, CND, R-T-S
- 4 BEEF, BONELESS, FROZEN, TOP ROUND
- 5 BEEF, CORNED, FRZ

TYPE '^' TO STOP, OR

CHOOSE 1-5: 4

QOH LAST UPDATED ON 22-Mar-95

PRICE/UNIT OF PURCHASE: 8.34
ON HAND (IN U/P): 4

Select INGREDIENT NAME:

Do you want to re-cost recipes? (Y/N): Y

Beginning re-costing of all recipes
.....
.....

Done ...

QE Enter/Edit Current Ingredient QOH

Want to enter Cost along with QOH (Y/N)? NO

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? NO

Select by F=FOOD GROUPS or S=STORAGE: F//

Select Food Group (or ALL): 2

Ingredient: CHEESE AND CRACKERS, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 11//

Ingredient: CHEESE, AMER/SWISS
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 15//

Ingredient: CHEESE, AMERICAN
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 200//

Ingredient: CHEESE, CHEDDAR AGED, HARD, BRICK
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 90//

Ingredient: CHEESE, COTTAGE
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 5//

Ingredient: CHEESE, CHEDAR, MODIFIED FAT & NA
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 50//

Ingredient: CHEESECAKE
QOH LAST UPDATED ON 9-Dec-94

ON HAND (IN U/P): 0//

Ingredient: CREAM, HALF & HALF, QUART
QOH LAST UPDATED ON 2-Feb-95

ON HAND (IN U/P): 2//

Ingredient: DESSERT CUP, BOSTON CREAM
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 6//

Ingredient: ICE CREAM, CHOCOLATE, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 140//

Ingredient: ICE CREAM, STRAWBERRY, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 180//

Ingredient: ICE CREAM, SUNDAE, CHOCOLATE, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 24//

Ingredient: ICE CREAM, SUNDAE, STRAWBERRY, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 0//

Ingredient: ICE CREAM, VANILLA, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 322//

Ingredient: MILK, 2%, LOWFAT, BULK
QOH LAST UPDATED ON 2-Feb-95

ON HAND (IN U/P): 1//

Ingredient: MILK, 2%, LOWFAT, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 2500//

Ingredient: MILK, BUTTERMILK, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 35//

Ingredient: MILK, CHOCOLATE, IND
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 100//

Ingredient: MILK, DRY, NONFAT, 50LB
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 1//

Ingredient: MILK, EVAPORATED, UNSW
QOH LAST UPDATED ON 21-Mar-95

ON HAND (IN U/P): 1.17//

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: QW Display Ingredient Inventory List (80 Column)

This option allows users to create a worksheet for taking physical inventories and a cost Inventory Report. The worksheet can have ingredients sorted by Food Group or Storage Area. For taking physical inventory storage sort is most useful. On the worksheet will be IFCAP Master Item Number (MIN), name of ingredient, unit of purchase, item cost, date last updated, QOH last month, and a blank line for input of current inventory quantity on hand. All data on the worksheet comes from the Ingredient File.

The Inventory Report lists ingredients alphabetically sorted and subtotaled by Food Group. The report creates columns accordingly: MIN, name of ingredient, unit of purchase, item cost, current quantity on hand and total cost. You can print this report for one food group or ALL. Total cost for all food groups will only print if ALL print option is used. The data from this report can be used to complete the Cost of Meals Served Report (SP) and AMIS 224. This report should always be printed after ingredients have been updated because quantities are not stored. Whenever any data is changed previous data is deleted.

Prompt/User Entry:

Select W=Worksheet or R=Report: **W**
<RET>

Enter Mth/Yr: 4/95// **<RET>**

Select by F=FOOD GROUPS or S=STORAGE:
F// **<RET>**

Select Food Group (or ALL): **ALL**
<RET>

DEVICE: HOME// **<RET>** PC ETHER NET
RIGHT MARGIN: 80// **<RET>**

OR

Select Storage Location (or ALL): **??**
<RET>

Discussion:

Enter W or R for listing desired.

Enter month and year for Worksheet or press <RET> key at the // prompt for default.

Enter F to list data by food group, or S to list by storage area.

Enter the Food Group number (1 thru 6) or All. Each group will print on a separate sheet.

CHOOSE FROM:
BASEMENT
FREEZER
KITCHEN
SHELF

Enter the Storage Location name or
All. Each location will print on a
separate sheet.

Select Storage Location (or ALL):
SHELF <RET>

DEVICE: HOME// **<RET>** PC ETHER NET
RIGHT MARGIN: 80// **<RET>**

Enter printer name.

Select Administrative Menu Option: **QW**
<RET> Display Ingredient Inventory
List

Select W=Worksheet or R=Report: **R**
<RET>

If you select R at the first prompt:

Enter Mth/Yr: 4/95// **<RET>**

Enter month and year for Report or
press <RET> key for default.

Select Food Group (or ALL): **?? <RET>**
Answer with a number 1 to 6 or
ALL for all.

Enter Food Group number or ALL.
Total cost will only appear if ALL is
entered.

Select Food Group (or ALL): **3 <RET>**

DEVICE: HOME// **<RET>** PC ETHER NET
RIGHT MARGIN: 80// **<RET>**

Enter printer name.

QW Display Ingredient Inventory List

Select W=Worksheet or R=Report: **W <RET>**

Enter Mth/Yr: 3/95// **<RET>**

Select by F=FOOD GROUPS or S=STORAGE: F// **<RET>**

Select Food Group (or ALL): **? <RET>**
Answer with a number 1 to 6 or ALL for all.

Select Food Group (or ALL): **2 <RET>**

DEVICE: HOME// HOME **<RET>** RIGHT MARGIN: 80// **<RET>**

8-Mar-95 11:26am

Page 1

I N V E N T O R Y W O R K S H E E T

Dietetics User Manual, v 5.0

March 95
FOOD GROUP: MILK PRODUCTS

ITEM# CURRENT	NAME	U/P	ITEM COST	DATE LAST UPDATE	QOH LAST MTH	QOH
3269	CHEESE AND CRACKERS, IND	CS	21.600	5-Jan-95	9.00	___
2693	CHEESE, AMER/SWISS	LB	1.570	2-Feb-95	10.00	___
1651	CHEESE, AMERICAN	LB	1.620	2-Feb-95	250.00	___
7294	CHEESE, CHEDDAR AGED, HARD, BRICK	LB	1.890	5-Oct-94	220.00	___
1810	CHEESE, COTTAGE	CO	4.980	7-Jun-94	18.00	___
1392	CHEESE, PARMESAN, GRATED, BULK	CS	33.900	8-Nov-93	2.66	___
1390	CHEESE, PARMESAN, GRATED, IND	CS	13.710	14-Jul-94	6.00	___
8271	CHEESE, CHEDAR, MODIFIED FAT & NA	LB	2.890	8-Dec-94	80.00	___
3252	CHEESECAKE	CS	34.250	13-Dec-93	0.00	___
1806	CREAM, HALF & HALF, QUART	QT	0.790	14-Jul-94	2.00	___
3621	DESSERT CUP, BOSTON CREAM	CS	21.500	8-Dec-94	3.00	___
1815	ICE CREAM, CHOCOLATE, IND	DZ	1.765	7-Jun-94	48.00	___
1815	ICE CREAM, STRAWBERRY, IND	DZ	1.765	7-Jun-94	71.00	___
1818	ICE CREAM, SUNDAE, CHOCOLATE, IND	DZ	1.730	10-Jun-93	6.00	___
1818	ICE CREAM, SUNDAE, STRAWBERRY, IND	DZ	1.730	10-Jun-93	2.00	___
1814	ICE CREAM, VANILLA, IND	DZ	1.765	7-Jun-94	107.00	___
1802	MILK, 2%, LOWFAT, BULK	CT	10.200	7-Jun-94	1.00	___
1801	MILK, 2%, LOWFAT, IND	CT	0.129	17-Aug-94	2000.00	___

Select Ingredient Management Option: QW Display Ingredient Inventory List

Select W=Worksheet or R=Report: **R <RET>**

Enter Mth/Yr: 3/95// **<RET>**

Select Food Group (or ALL): **2 <RET>**

DEVICE: HOME// HOME **<RET>** RIGHT MARGIN: 80// **<RET>**

8-Mar-95 11:27am

Page 1

I N V E N T O R Y R E P O R T
March 95
FOOD GROUP: MILK PRODUCTS

ITEM#	NAME	U/P	ITEM COST	QOH Current	Total Cost
3269	CHEESE AND CRACKERS, IND	CS	21.600	9.00	194.40
2693	CHEESE, AMER/SWISS	LB	1.570	10.00	15.70
1651	CHEESE, AMERICAN	LB	1.620	250.00	405.00
7294	CHEESE, CHEDDAR AGED, HARD, BRICK	LB	1.890	220.00	415.80
1810	CHEESE, COTTAGE	CO	4.980	18.00	89.64
1392	CHEESE, PARMESAN, GRATED, BULK	CS	33.900	2.66	90.17
1390	CHEESE, PARMESAN, GRATED, IND	CS	13.710	6.00	82.26
8271	CHEESE, CHEDAR, MODIFIED FAT & NA	LB	2.890	80.00	231.20
3252	CHEESECAKE	CS	34.250	0.00	0.00
1806	CREAM, HALF & HALF, QUART	QT	0.790	2.00	1.58
3621	DESSERT CUP, BOSTON CREAM	CS	21.500	3.00	64.50
1815	ICE CREAM, CHOCOLATE, IND	DZ	1.765	48.00	84.72
1815	ICE CREAM, STRAWBERRY, IND	DZ	1.765	71.00	125.32
1818	ICE CREAM, SUNDAE, CHOCOLATE, IND	DZ	1.730	6.00	10.38
1818	ICE CREAM, SUNDAE, STRAWBERRY, IND	DZ	1.730	2.00	3.46
1814	ICE CREAM, VANILLA, IND	DZ	1.765	107.00	188.86

I N V E N T O R Y R E P O R T
March 95

ITEM#	NAME	U/P	ITEM COST	QOH Current	Total Cost
1802	MILK, 2%, LOWFAT, BULK	CT	10.200	1.00	10.20
1801	MILK, 2%, LOWFAT, IND	CT	0.129	2000.00	258.00
1807	MILK, BUTTERMILK, IND	CT	0.480	48.00	23.04
1805	MILK, CHOCOLATE, IND	CT	0.146	50.00	7.30
1958	MILK, DRY, NONFAT, 50LB	SA	71.500	0.00	0.00
3130	MILK, EVAPORATED, UNSW	CS	25.900	1.00	25.90
1803	MILK, SKIM, IND	CT	0.135	350.00	47.25
1800	MILK, WHOLE, IND	CT	0.136	200.00	27.20
	PUDDING, IND. 4 OZ, CHOCOLATE	CS	8.260	8.00	66.08
	PUDDING, IND. 4 OZ, VANILLA	CS	8.260	6.50	53.69
1816	SHERBET, LEMON	DZ	1.580	42.00	66.36
1816	SHERBET, LIME	DZ	1.580	77.00	121.66
1816	SHERBET, ORANGE, IND	DZ	1.580	69.00	109.02
1816	SHERBET, RASPBERRY, IND	DZ	1.580	77.00	121.66
1809	SOUR CREAM, FRESH, BULK	PT	0.730	4.00	2.92
5778	STRAWBERRY CREME CUP	CS	21.750	9.00	195.75
1811	YOGURT, FRUIT, IND	CT	0.390	36.00	14.04
1811	YOGURT, PLAIN, IND	CT	0.390	0.00	0.00
				TOTAL:	3153.05

Served Meals Data

The following options allow for the compiling and computation of all meals served by Dietetic Service to inpatients, outpatients, and all other paid or gratuitous meals. Data is stored by date and can be tabulated for any designated time period. The Cost of Meals Served options allow for storing computing and printing of total dollars spent on each Dietetic food group for a month, quarter, or year. This report utilizes the Served Meals Report data to compute cost per meal. Data from these options is automatically passed to the Annual Dietetic Report.

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: AM Administrative Menu... [FHADMR]

Option: RE Enter/Edit Served Meals [FHADMR1]

This option allows the user to edit the calculated MAS census data for Hospital Inpatients, Nursing Home Care Unit and Domiciliary patients. This data is used in calculating total meals served for a selected date.

Once a date has been entered the program computes the census for each category from MAS files. Daily absences for each category are also tallied. Any of these fields can be edited if you know the MAS calculation is inaccurate. The MAS census figure minus the absences is multiplied by 3 to equal the served meals displayed on the Served Meals Report.

Note: The prompt sequence for Enter/Edit Served Meals displays the calculated census, not the number of served meals. The conversion to meals will be displayed when the report is printed.

Due to adjustments of data by MAS, it is recommended that this option be used four to five days in the past. This delay will allow for MAS corrections to be entered before Dietetics calculates the census values.

This option also has fields for entering meals served to outpatients and others. Meals are entered by date with separate tallies for each mealtime; breakfast, noon, and evening. The other categories for classifying meals are: contract, paid, OOD, (Officer of the Day), volunteer and gratuitous. See field definitions for further explanation of categories. The data for these fields is manually compiled from Dietetic records.

Two other fields used for classifying meals are included in this option. They are cafeteria and NPO meals. The data for these categories is automatically tallied from the diet order census each day at 5:55 p.m. Within the option the figures displayed are the census number for NPO orders and Cafeteria orders multiplied by 3. Therefore, these fields reflect the total number of MEALS per day of

Cafeteria patients and NPO patients. The NPO category includes all inpatients with diet order of NPO, on tube feeding with no other diet order, and those patient having no diet order. These figures are compiled for the manager to use when considering staffing needs. They are not used in the calculation of total meals served.

Field Definitions

Served Meals Date Field

Enter the date that you want the census calculated for inpatients and that you want to enter meals served to outpatients and others. Date entered must be at least one day in the past, however, MAS recommends even farther back, 4-6 days, to allow for MAS corrections and adjustments to census.

Once the date is entered the program immediately calculates the census values. Each time a date is entered the program will compute census, even if it has already been calculated. Thus, if you enter data for a specific date, print the report, then go back to that date to edit data, and you may get different census values if MAS has made adjustments. This is due to the recalculation each time the date is entered. Remember to always print a report when you complete your edits.

DOM Patients Field

This field appears only if your facility has an authorized (MAS) Domiciliary. The figure in this field is the calculated census of inpatients in the Domiciliary on this date according to MAS records. This number may be changed if needed. Remember, a single change of one patient represents a three meal difference plus or minus.

DOM Absences Field

The calculated number of Domiciliary patients on authorized PASS for this date will be displayed. This figure can be edited if needed. In the Served Meals Report, these absences will be subtracted from the Domiciliary census before the calculation into meals.

NHCU Patients Field

This prompt will only appear if your facility has an authorized (MAS) Nursing Home Care Unit (NHCU). The figure displayed is the calculated census for NHCU inpatients for this day. The number may be edited if needed.

NHCU Absences Field

This field displays the calculated number of NHCU patients on authorized PASS for the day. This number will be subtracted from the NHCU census figure before

the calculation into meals on the Served Meals Report. This number can be edited if needed.

Hospital Inpatients Field

The total of all Hospital inpatients (excluding DOM and NHCU) for this date will be calculated from MAS files and displayed here. Number may be edited if needed.

Hospital Absences Field

The calculated number of Hospital patients on authorized PASS for this day will be displayed. This figure may be edited. These absences will be subtracted from the Hospital census before the meals calculation is made for the Served Meals Report.

The following fields are for tabulating individual meals served to outpatients and others. The data may be entered for each category for each mealtime, breakfast, noon, or evening, or may be manually totaled for the day and entered under any one mealtime. The breakdown by mealtime will be displayed on the Additional Meals Report. Only the three meal total, either automatically computed from the individual mealtime entries or the single meal manual total entry will be displayed on the Served Meals Report.

Contract Breakfast, Noon, Evening Fields

Enter the number of Contracted meals served at each mealtime for this date. Consolidated total for day may be entered at one meal. Number can be edited.

Other Paid Breakfast, Noon, Evening Fields

Enter the number of Paid meals served for this date for each mealtime or as a consolidated total for the day under one mealtime. Figure can be edited at anytime.

OOD Breakfast, Noon, Evening Fields

Total the number of meals served to OODs (Officers of the Day - authorized personnel required to be on duty overnight, such as residents, medical students, etc.) for each mealtime. Remember to include any sack lunches given for overnight feedings in one of the mealtimes. Enter the figures by mealtime or as a consolidated total for the day at one mealtime. Edit number as needed.

Volunteer Breakfast, Noon, Evening Fields

Enter the total number of meals served to Volunteers for this date for each mealtime or as a consolidated total for the day at one mealtime. Figure can be edited at anytime.

Grat Other Breakfast, Noon, Evening Fields

These fields represent meals served as authorized gratuitous meals. Totals for each mealtime or the day as a whole may be entered. Figures may be edited.

The next two fields are used to tally data for staffing purposes. This data may be useful to managers when planning staffing schedules. These numbers are NOT used as any part of the Served Meals calculation.

Cafeteria Meals Field

This field displays the number of meals served in Cafeterias for this date as calculated by the program each day at 5:55 p.m. This automatic tally totals the number of patients who have cafeteria as their designated type of serve in the diet order program and multiplies it by three to determine the cafeteria meals per day. This number can be edited by user at anytime.

NPO Meals Field

The figure displayed reflects the calculated total number of meals for the day of all inpatients on NPO, on tube feeding with no diet order, and on NO Order where no diet order currently exists. This number is calculated automatically at 5:55 p.m. each day from the Actual Census and is multiplied by 3 to reflect a days worth of meals. This number can be edited at anytime. Enter ?? to get a definition of each field.

Prompt/User Entry:

SERVED MEALS Date: **1/1 <RET>** (JAN 01, 1995)

Calculating Census Values

DOM PATIENTS: 150// **140 <RET>**

DOM ABSENCES: 0// **<RET>**

NHCU PATIENTS: 225// **220 <RET>**

NHCU ABSENCES: 0// **<RET>**

HOSP INPATIENTS: 804// **<RET>**
HOSPITAL ABSENCES: 0// **100 <RET>**

OUTPATIENT BREAKFAST: **30 <RET>**

OUTPATIENT NOON: **215 <RET>**

OUTPATIENT EVENING: **20 <RET>**

CONTRACT BREAK: **13 <RET>**

CONTRACT NOON: **13 <RET>**

CONTRACT EVENING: **3 <RET>**

OTHER PAID BREAK: **10 <RET>**

Discussion:

Enter date. Date must be at least one day in the past. Recommend a delay of four to five days occurs to allow for corrections and adjustments of MAS files. Program calculates every time a date is entered.

Census number appears from MASADT files. It may be changed by entering a new number, as shown here. Domiciliary and NHCU prompts appear only if the facility has these units.

Calculated number of passes from the DOM appears. You may edit or press <RET> key at the // prompt for the default figure.

Enter or edit the number of meals for all of the following fields (see Column K from 10-2969-4).

See Column J, Code 301.

See Column K.

See Column K.

See Column L.

See Column L.

Column M.

OTHER PAID NOON: 15 <RET>
 OTHER PAID EVENING: 5 <RET>
 OOD BREAK: 2 <RET>
 OOD NOON: 5 <RET>
 OOD EVENING: 2 <RET>
 VOLUNTEER BREAK: 40 <RET>
 VOLUNTEER NOON: 170 <RET>
 VOLUNTEER EVENING: 45 <RET>
 GRAT OTHER BREAK: 12 <RET>
 GRAT OTHER NOON: 15 <RET>
 GRAT OTHER EVENING: 6 <RET>
 CAFETERIA MEALS: 309// <RET>

Column M.

Column M.

Column N.

Column N.

Column N.

Column O.

Column O.

Column O.

Column P.

Column P.

Column P.

Number of total Cafeteria meals for the day appears. It is calculated from an automatic 5:55 p.m. census multiplied by 3.

Diet orders assigned as DR-C Cafeteria or (Dining Room-Cafeteria) will be counted. Edit if actual meal count is tallied or <RET>.

NPO MEALS: 110// 60 <RET>

Total NPO meals for this date appears. It is from the 5:55 p.m. automatic diet census and is multiplied by 3 to equal meals per day. It is a sum of NPO+ Tube Feedings w/o Diet Orders + No Orders.

SERVED MEALS Date: <RET>

This allows entry for another date. Repeat above steps.

RE Enter/Edit Served Meals

SERVED MEALS Date: T-80 (JAN 01, 1995)

Calculating Census Values ...

NHCU PATIENTS: 227//

NHCU ABSENCES: 0//

HOSP INPATIENTS: 472//

HOSP ABSENCES: 27//

OUTPATIENT BREAKFAST: 1//

OUTPATIENT NOON:

OUTPATIENT EVENING:

CONTRACT BREAK: 1//

CONTRACT NOON:

CONTRACT EVENING:

OTHER PAID BREAK:

OTHER PAID NOON:

OTHER PAID EVENING:

OOD BREAK: 10//

OOD NOON:

OOD EVENING:

VOLUNTEER BREAK:

VOLUNTEER NOON:

VOLUNTEER EVENING:

GRAT OTHER BREAK: 39//

GRAT OTHER NOON:

GRAT OTHER EVENING:

CAFETERIA MEALS: 39//

NPO MEALS: 309//

SERVED MEALS Date:

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: RR Served Meals Report (132 Column) [FHADMR2]

This routine generates the Served Meals Worksheet as previously reported on VA Form 10-2969-4. Meals are automatically calculated from the data entered under Enter/Edit Served Meals (RE). The meals are served to others; outpatients, paid, and gratuitous are displayed as a daily total. Individual meal breakdown is available in the Additional Meals Report (AR). Totals are printed for each day and for the time period requested as well as an average daily total for the selected period.

Note: Column J lists the total meals for inpatients and column R lists the total meals served for the day. Columns T, U, and V provide additional data about served meals for staffing purposes but are not used in the calculation of the Served Meals data.

Other meals (outpatient, gratuitous, and paid) are tallied as cafeteria trays and displayed in column T. The assembled trays figure displayed in column V is calculated by subtracting Cafeteria and NPO/Tube Fed Meals from the total daily served meals, column R.

Prompt/User Entry:

Starting Date: **1/1 <RET>** (JAN 01, 1995)

Ending Date: **1/30 <RET>** (JAN 30, 1995)

Print on Device: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **132**
<RET>

Discussion:

Enter date for beginning of report period. Must be one day in the past.

Enter date for end of report period. Must be one day in the past.

Enter printer instructions (requires a 132 column printer) OR press <RET> and enter 132 <RET> as shown here and report will wrap on screen - aligned.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: RS Enter/Edit Cost of Meals Served [FHCMRR1]

This routine automates the calculations of the Cost of Meals Served Report, VAF 10-2969-1 and provides the data necessary for AMIS 224. The results of this routine are also passed to the Annual Dietetic Report for quarterly and yearly documentation.

This option allows the user to enter or edit the beginning inventory, issue costs, and closing inventory for each food group on a monthly basis. The program will calculate monthly cumulative usage for each food group each quarter. Food cost, percentage of total cost and deviation from the recommended percentage of cost will also be computed for each food group and totaled. The standard recommended percentage of cost is the default value used in calculations. This percentage can be edited.

Field Definitions

Month/Year Field

Enter the month and year of the data which is to be used in calculating.

Beg In Grp 1,2,3,4,5,6 Fields

These fields represent the cost of the beginning inventory for each of the VA food groups.

Once the first inventory cost is entered, the beginning inventory will be carried from the first to third month of the quarter as the default value. At the start of the next quarter, the ending inventory from the previous quarter will become the default beginning inventory of the new quarter. Therefore, the beginning inventory only needs to be entered once and is then automatically generated for all future months. The default beginning inventory can be edited.

Issue Cost Grp 1,2,3,4,5,6 Fields

The issue cost or dollar amount of all food purchased during the month needs to be entered for each food group. These costs can be obtained from the monthly IFCAP Dietetic Cost Report.

Clos Inv Grp 1,2,3,4,5,6 Fields

The closing inventory on hand cost for the month must be entered for each food group. These costs can be computed using the Inventory Worksheet and Report Options under Ingredient Management. Once computed the totals can be manually entered into these fields. The values entered for the third month of each quarter will be carried over as the beginning inventory for the next quarter.

% Cost Grp 1,2,3,4,5,6 Fields

The default value displayed in each of these fields is the standard recommended percentage of total cost for each food group. These values can be edited as needed, however, the default will always remain the same. Therefore, value would have to be edited each time.

Prompt/User Entry:

Enter Month/Year of Cost of Meals
Served: **1/95** <RET> (JAN 1995)

Discussion:

Enter month/year for data.

Note: Displays same beginning inventory for each month of quarter.

BEG INV GRP 1: 2000// **1000** <RET>

Edit, as shown here, or <RET> for default total cost for Food Groups 1 thru 6 in each of these fields.

BEG INV GRP 2: 5000// <RET>

BEG INV GRP 3: 4000// <RET>

BEG INV GRP 4: 4500// <RET>

BEG INV GRP 5: 7500// <RET>

BEG INV GRP 6: 5500// <RET>

ISSUE COST GRP 1: 800// <RET>

Enter 0 to 9999999 or <RET> for the default value of Issue Cost of Food Groups 1 thru 6.

ISSUE COST GRP 2: 700// <RET>

ISSUE COST GRP 3: 900// <RET>

ISSUE COST GRP 4: 1230// <RET>

ISSUE COST GRP 5: 1140// <RET>

ISSUE COST GRP 6: 1320// <RET>

Note: Closing inventory for the third month of the quarter will become beginning inventory for next quarter.

CLOS INV GRP 1: 2530// <RET>

Enter 0 to 999999 or <RET> for the default value of Closing Inventory of Food Groups 1 thru 6.

CLOS INV GRP 2: 5830// <RET>

CLOS INV GRP 3: 4720// <RET>

CLOS INV GRP 4: 4790// <RET>

CLOS INV GRP 5: 8250// <RET>

CLOS INV GRP 6: 6010// <RET>

% COST GRP 1: 35// <RET>

Enter 1 to 99 or <RET> for default of %
Cost Recommended for Food Groups 1
thru 6.

% COST GRP 2: 12// <RET>

% COST GRP 3: 22// <RET>

% COST GRP 4: 6// <RET>

% COST GRP 5: 12// <RET>

% COST GRP 6: 13// <RET>

Enter Month/Year of Cost of
Meals Served: <RET>

This allows entry of another month.
Repeat above steps.

RS Enter/Edit Cost of Meals Served

Enter Month/Year of Cost of Meals Served: **1 95** <RET> (JAN 1995)

BEG INV GRP 1: 25542//
BEG INV GRP 2: 5096//
BEG INV GRP 3: 13847//
BEG INV GRP 4: 6774//
BEG INV GRP 5: 15994//
BEG INV GRP 6: 10482//
ISSUE COST GRP 1: 24562//
ISSUE COST GRP 2: 11476//
ISSUE COST GRP 3: 31394//
ISSUE COST GRP 4: 12454//
ISSUE COST GRP 5: 13092//
ISSUE COST GRP 6: 12161//
CLOS INV GRP 1: 15017//
CLOS INV GRP 2: 3153//
CLOS INV GRP 3: 12443//
CLOS INV GRP 4: 5633//
CLOS INV GRP 5: 9300//
CLOS INV GRP 6: 8906//
% COST GRP 1: 35//
% COST GRP 2: 12//
% COST GRP 3: 22//
% COST GRP 4: 6//
% COST GRP 5: 12//
% COST GRP 6: 13//

Enter Month/Year of Cost of Meals Served:

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: AM Administrative Menu... [FHADMR]

Option: SP Cost of Meals Served Report (80 Column) [FHCMRR2]

This option generates the computed Cost of Meals Served Report. It contains the beginning and ending inventory costs, purchases, and computed usage, food cost, percentage of total cost, and deviation from recommended cost percentage for

each food group for the specified time frame. The total served meals for the selected time period are automatically picked up from the Served Meals Report (RR) and are used in calculating the average food cost per served meal as displayed in column H of this report. Monthly cost reports can be generated, however, the single print of the second and third months of the quarter are actually cumulative for the first and second months and then first, second and third months.

Example:

- 1) When printing October's Cost of Meals Served Report, user will see issues, and computed usage, percentages and food costs for the month of October.
- 2) When printing November's Cost of Meals Served Report, user will see issues and computed usage, percentages and food costs for October and November.
- 3) When printing December's Cost of Meals Served Report, user will see data for all three months.
- 4) When printing January's Cost of Meals Served Report, user will see data for only January, as the sequence starts over with the new quarter.

Prompt/User Entry:

Starting Month/Year: **10/94** <RET>
(OCT 01, 1994)

Ending Month/Year: **12/94** <RET> (DEC
31, 1994)

Print on Device: HOME// <RET> PC

ETHER NET RIGHT MARGIN: 80// <RET>

Discussion:

Enter beginning month/year for report.

Enter ending month/year for report.

Enter printer instructions.

8-Mar-95 10:00am

Oct 1994-Dec 1994
COST OF MEALS SERVED WORKSHEET

Page 1

Costs								
Food Group	Beg Inv A	Issue B	Close Inv C	Usage D	% Rec E	% Act F	% Dev G	Food Cost H
I	26,669	100,083	25,542	101,210	35%	28%	-7%	0.4520
II	4,153	41,115	5,096	40,172	12%	11%	-1%	0.1794
III	13,832	98,886	13,847	98,871	22%	28%	6%	0.4415
IV	6,635	40,170	6,774	40,031	6%	11%	5%	0.1788
V	13,503	44,523	15,994	42,032	12%	12%	0%	0.1877
VI	8,974	37,393	10,482	35,885	13%	10%	-3%	0.1602
Total	73,766	362,170	77,735	358,201	100%	100%	0%	1.5996

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: AM Administrative Menu... [FHADMR]
Option: SR Supplemental Feeding Cost Report (80 Column) [FHNO11]

This report tallies all supplemental feeding orders, current at time of report generation, for all three delivery times and calculates cost. This list can be printed by Dietetic Ward or Supplemental Feeding Site, which is a grouping of wards specific to supplemental feeding delivery requirements at each facility (see Dietetic Facilities - DF). Each print type can generate a consolidated list as well as individual breakdowns by ward or supplemental feeding site. This results in a daily individual item and total supplemental feeding cost for all or selected areas. Since this report can only be generated for the current day, NO past data can be computed. If weekly or monthly data is required, this report will have to be printed daily and manually averaged for a week or month.

When printing the report, if ALL is selected for either type of list, a prompt will ask: "Summary only? Y//". If YES, is entered a single consolidated list of all supplemental feeding quantities and costs will print. If NO, is entered lists totaling each Supplemental Feeding Site or Ward will be printed separately without a grand total.

Each List computes and prints for the selected area or all areas the following information:

- Each supplemental feeding item and its cost.
- Quantity ordered and total cost of each item broken down by clinical classification of Dietary, meaning part of the diet order or Therapeutic, meaning in addition to the diet order.
- Overall quantity and total cost for each item.
- Calculated total cost of all items per selected area.
- The average cost of supplemental feedings per patient in the selected area. This is a prorated cost applied to total census for the area.
- The average cost per recipient in the selected area. This is a prorated cost applied only to the total number of patients in the area receiving supplements.
- The percentage of patients in selected area who are receiving supplemental feedings.

Note: An accurate Supplemental Feeding Cost Report can only be generated **IF** each supplemental feeding has an associated recipe with appropriate ingredients which have current updated costs (see Supplemental Feeding Management - XS, Recipe Management - XR, and Ingredient Management - XI).

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE (or
ALL): **N228 <RET>**

Select LIST Printer: HOME// PC ETHER
NET RIGHT MARGIN: 80// **<RET>**

8-Mar-95 10:01am

Discussion:

Enter S or W for report area. Upper
case only.

Enter name of Supplemental
Feeding Site or ALL.

Enter printer instructions.

S U P P L E M E N T A L F E E D I N G C O S T S

Page 1

N228

		DIETARY		THERAPEUTIC		TOTAL	
Supplemental Feeding	Cost	Qty	Total	Qty	Total	Qty	Total
COOKIE,LP-2	0.479	1	0.48	1	0.48	2	0.96
CRAX,CHEESE PKG	0.180	2	0.36		0.00	2	0.36
CRAX,GRAHAM,PKG	0.050	14	0.70		0.00	14	0.70
CRAX,LS,PKG	0.028	5	0.14		0.00	5	0.14
CRAX,P/B PKG	0.149	4	0.60		0.00	4	0.60
FRUIT,CND,REG/SP	0.151	1	0.15		0.00	1	0.15
ICE CREAM - CHOC	0.147	1	0.15		0.00	1	0.15
JUICE OF DAY	0.113	4	0.45		0.00	4	0.45
JUICE,ORANGE	0.113	1	0.11		0.00	1	0.11
LEMONADE	0.080	1	0.08		0.00	1	0.08
MILK,2%	0.129	19	2.45		0.00	19	2.45
RST BF SAND/MUSTARD	0.423	1	0.42		0.00	1	0.42
SHAKEUP,VARIETY	0.291		0.00	2	0.58	2	0.58
Total			6.09		1.06		7.15
		176	0.03	176	0.01	176	0.04
Cost/Patient:		24	0.25	1	1.06	25	0.29
Cost/Recipient:							
Recipient %:			14		1		14

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: AM Administrative Menu... [FHADMR]

Option: TC Print Tube Feeding Cost Report (80 Column) [FHORTF5C]

This report tallies all current tube feeding orders and calculates total tube feeding product quantities and cost for all or selected areas. This report can be printed by Communication Office or Ward and generated as a consolidated report or separate listings for each area. This report can only be generated for the current day, so no past data can be tabulated. If weekly or monthly data is required, this report should be run daily and manually calculated for a week or a month.

Each report calculates and prints the following information for the selected area or consolidated for all areas.

- Each tube feeding product name, unit of purchase and unit cost.
- The number of patients in the selected area on each product.
- The total quantity and cost of each product for the selected area.
- The total cost for all tube feeding products being served in the selected area.
- The total number of patients in the selected area on tube feedings.
- The tally of tube fed patients in the selected area broken down by whether or not the patients are also receiving trays, supplemental feedings or both.
- The average daily cost per patient for tube feeding. This is total tube feeding cost per day divided by the number of patients on tube feedings in the selected areas.

Note: An accurate Tube Feeding Cost Report can only be generated **IF** each tube feeding has an associated recipe which has appropriate ingredients with current updated costs (see - Diet Order Management - XD, Recipe Management - XR, and Ingredient Management - XI).

Prompt/User Entry:

Select C=COMMUNICATION OFFICE or
W=WARD: **C** <RET>

Select COMMUNICATION OFFICE or ALL:
?? <RET>

CHOOSE FROM:
ALLENDALE
COMMUNICATION OFFICE
NORTH POLE
SCOTTVILLE
Select COMMUNICATION OFFICE or ALL:
ALL <RET>

Consolidated Report Only? Y// <RET>

Select LIST Printer: HOME// <RET> PC
ETHER NET RIGHT MARGIN: 80// <RET>

Select C=COMMUNICATION OFFICE or
W=WARD: **W** <RET>

Select WARD (or ALL): **ALL** <RET>

Consolidated Report Only? Y// **N**
<RET>

Select LIST Printer: HOME// <RET> PC
ETHER NET RIGHT MARGIN: 80// <RET>

Discussion:

Enter C or W for report area.

Enter ?? to get names of
Communication Offices, then select
name or ALL.

Press <RET> for YES, to get
consolidated report of all
Communication Offices, or enter No
for separate lists for each.

Enter printer instructions.

OR

Enter name of Ward (enter ?? to see
list of wards) or ALL.

Enter printer instructions OR press
<RET> for report to show on screen.

HELPFUL HINTS AND NOTES

1. Print the Additional Meals Report (AR), Staffing Data Worksheet Standards Report (PR) and Served Meals Report (RR) on 132 column paper.
2. In Enter/Edit Served Meals (RE), every day should be entered in order to retrieve data.
3. Data is saved indefinitely. To obtain a quarterly, cumulative report, use the first day of the quarter for the starting date and the last day of the quarter as the ending date.
4. Other meals (outpatient, gratuitous, paid) are added to the Cafeteria trays column on the Served Meals Worksheet.
5. Assembled trays are calculated by subtracting Cafeteria and NPO/Tube Fed meals from the Total Daily Served Meals.

TC Print Tube Feeding Cost Report

Select C=COMMUNICATION OFFICE or W=WARD: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): **C1-TCC <RET>**

Select LIST Printer: HOME// **<RET>** HOME RIGHT MARGIN: 80// **<RET>**

8-Mar-95

T U B E F E E D I N G C O S T R E P O R T

Page 1

C1-TCC

Product	# Patient	Unit	# Unit	Cost/Unit	Total
ENSURE PLUS	4	CAN	23	0.36	8.21
ENSURE	2	CAN	14	0.30	4.26
NEPRO	3	CN	10	2.50	25.00
OSMOLITE HN	4	CAN	26	0.36	9.33
PROPAC	3	PKG	6	0.71	4.27
PULMOCARE	1	CAN	5	0.85	4.25
TWO CAL	2	8-OZ CN	5	0.58	2.90
ULTRACAL	7	CN	58	0.45	25.81
TOTAL:					84.03

No. of Patients on TF:	12
No. of Patients on TF and Tray:	8
No. of Patients on TF and SF:	
No. of Patients on ALL Three:	3
Cost/Patient:	7.00

PR Production Reports

BW Print Bulk Ward Feedings
DP Print Daily Diet Menus
FM Forecasting...
LA Run SF Labels/Consolid Ingred List
MR Meal Production Reports
PU Projected Usage
RP Print Adjusted Recipe
SO Tabulate Standing Order Labels
SP Consolidate Standing Orders
TP Tabulate Patient Meal Preferences
WL Ward Supplemental Feeding Lists
WP Print Weekly Menu
WR Print Weekly Menu Blocks

Overview

The Production Reports chapter is a collection of reports designed to meet the needs of various food production practices: ingredient control or storeroom requisition, recipe preparation, food distribution, tray assembly, and food usage estimation. Before these outputs can be obtained, it is necessary to complete extensive file building which is described under Production Management and Food Production chapters.

This chapter deals with some of the output generated under Production Reports (PR) which are shown in boldface below. (Descriptions of other options are found elsewhere in the program documentation.) The majority of the production reports are 132 column. They may be compressed to fit 8 1/2" x 11" paper using 16.5 cpi print. However, two reports, the Weekly Menu and Daily Diet Menu, require compressed print on 11" x 14" (132 column) paper. The site manager must adjust the Terminal Type File to allow for printing in compressed print. This is described in the Installation Guide. Samples and Helpful Hints follow each section.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: BW Print Bulk Feedings/Cost Report [FHNO10]

This option will print a composite list of all wards with their assigned bulk feedings. It is divided by service point and includes the ingredient pull list, unit cost, a total cost, and a cost for vehicles for meds. Labels can be generated which include all information on the list, except cost. In addition, ingredient pull lists appear at the end of each service point with a composite listing for all units printed at the end.

This option is used by administrative or clinical Section Chiefs to monitor costs, and by food service workers to prepare and deliver bulk feedings. Diet personnel use a hard copy as a backup in case of computer failure.

Prompt/User Entry:

Select SUPPLEMENTAL FEEDING SITE (or
ALL): **ALL <RET>**

Do you want Labels? N// **<RET>**

Select LIST Printer: HOME// **<RET>**
RIGHT MARGIN: 80// **<RET>**

Discussion:

Select one Supplemental Feeding Site
(enter ?? <RET> for listing) or ALL.

Only press <RET> if you do not want
labels (default is No//), but enter Y for
Yes if you want labels to be printed.

Enter printer device OR press <RET>
as shown for report to show on screen.

BULK NOURISHMENTS FOR: ALL SITES

Page 1

4-May-95 9:34am

--- NEW 1 EAST ---

3 GINGER ALE/STRAW
10 COOKIES
3 FRUIT,CND/SPOON
2 JELLO/SPOON
1 BANANA
1 PEANUT BUTTER 1TSP
1 APPLE DUMPLINGS
6 JUICE OF THE DAY
6 MILK,2%
1 CUSTARD/SPOON

BULK NOURISHMENTS FOR: ALL SITES

Page 2

4-May-95 9:34am

--- NEW 2 WEST ---

3 MILK,2%
3 CRAX, REG, PKG
2 APPLESAUCE/SPOON
2 ICE CREAM/SPOON
1 JUICE, APPLE
1 SANDWICH DB I
2 POPSICLE
2 COOKIES
2 GATORADE

--- NEW 3 NORTH ---

BULK NOURISHMENTS FOR: ALL SITES

Page 3

4-May-95 9:34am

1 KOOLADE
1 JUICE, ORANGE QT
2 HARD CANDY
2 CUSTARD/SPOON
1 MILKSHAKE VANILLA
2 APPLE DUMPLINGS
1 BRAN
2 POPSICLE
1 BANANA

--- NEW 4 SOUTH ---

2 CEREAL I/BOWL/SPOON

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: DP Print Daily Diet Menus (132 Column Compressed) [FHPRC11]

This option displays a daily diet menu for any specified production diet. The user must select the option Enter/Edit Production Diets (PE) to specify the print order on the daily diet menu and to specify if a production diet is to be printed on the daily diet menu. The regular diet and portion size will appear on each page, followed by up to five additional production diets. A minimum of one production diet other than the regular production diet must be specified to print in order for this option to function. The number of pages that are generated will depend upon the number of production diets that have been specified to print. Refer to Production Management (XP) and Enter/Edit Production Diets (PE). This report requires 132 column paper and a printing device that is capable of providing compressed print.

The menu may be printed in two formats. One format allows full names of recipe items to be printed for regular and all modified diets. The other format prints full names of recipe items for the regular diet and appropriate regular diet item or the full name of a substitute item. This format has the disadvantage of numbers not being horizontally aligned across the modified diet columns. Set the format by answering YES or NO to the Full Names on Daily Menu prompt under Modify Site Parameters (SP).

The daily diet menu may be used in place of the standard typed menu (VAF 10-2835) on the trayline to assess tray accuracy. This report can be used to supplement the standard typed menus particularly in the area of combination diet information. The daily diet menu can be used to evaluate the menu-writing process and to determine the adequacy of each production diet.

Prompt/User Entry:

Select PRODUCTION FACILITY: **MAIN**
KITCHEN <RET>

Select Date: **3/8 <RET>** (MAR 08,
1995)

Select LIST Printer: HOME// **<RET>** PC
ETHER NET **<RET>** RIGHT MARGIN: 80//
132 <RET>

Discussion:

Select Production Facility. Enter ??
<RET> to get listing of Facilities.

Select the date of the desired menu.

Enter printer device OR press <RET>
key and enter 132 for report to wrap on
screen -- aligned.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: FM Forecasting... [FHPRFM]

DC Actual Diet Census
DP Diet Census Percentage
FC Forecasted Diet Census

This option consists of three report routines: Actual Diet Census (DC), Diet Census Percentage (DP), and Forecasted Diet Census (FC). The Actual Diet Census (DC) is calculated from the Diet Order Entry program. The Forecasted Diet Census (FC) is a projected census calculated from MAS census and the Production Diet Percentages Table. The objective of these reports is to generate census figures (either actual or projected) for specific production diets and service points. These census figures will be used to generate Meal Production Reports (MR) and will result in food production tallies.

Both Actual and Forecasted Diet Census reports can be generated independently or in conjunction with the Meal Production Reports (MR).

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: FM Forecasting... [FHPRFM]
Suboption: DC Actual Diet Census [FHORD11]

This routine counts all diet orders in existence at the time this report is requested. Each patient's diet order, regardless of the number of modifications, is tallied only once according to the lowest tally order production diet. Production diets and tally orders are explained more fully in the Production Management chapter (XP). It counts by production diet and tally order and lists by print order.

Actual Diet Census can be generated for separate or ALL Service Points. If ALL is selected an actual census for each service point as well as a consolidated list will be generated. Quantities are listed for each production diet and separated by service type: Tray, Cafeteria or Dining Room, with a grand total. If no quantities exist, the production diet does not appear on the report.

The Percent Column lists the percentage of each production diet at the specified service point. These figures are helpful in determining and updating the Production Diet Percentages (PP) Table.

When Actual Diet Census is run today (T) and also run T+1, the numbers generated may not be the same even though they were run on the same day within minutes of each other. The difference results from the program looking ahead to the designated day for time limited diet orders, and tallying them accordingly. Example: Patient (Mr. X) is on NPO today with an expiration date for tomorrow and a Diet Order of Regular. When actual census is run today, Mr. X is tallied as Not Eating but the census run T+1 will tally Mr. X as a regular production diet.

Prompt/User Entry:

Select PRODUCTION FACILITY: **M <RET>**
MAIN KITCHEN

Effective Date/Time: **T <RET>** (MAR
08, 1995)

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **132**
<RET>

Discussion:

User will see this prompt if there is more than one Production Facility. Enter ?? <RET> to get listing of facilities, then select facility.

Enter T, N, or a future date (cannot be a day in the past).

Enter printer device OR press <RET> and enter 132 as shown, so that printout will wrap on screen -- aligned.

This report prints one page for each service point and a consolidated census. The

report displays production diets but does not include other gratuitous or paid meals. The modifications (previously known as minor modifications) are also shown.

DC Actual Diet Census

Effective Date/Time: T (MAR 08, 1995)

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-95 10:41am

A C T U A L D I E T C E N S U S

MAIN KITCHEN

Wednesday 8-Mar-95

P R O D U C T I O N D I E T S

	B217	B228	DR200	T200	Tray	Café	Total
REGULAR	15	123	17	49	187	17	204
HPHC		4		5	9		9
HIGH FIBER		2		1	3		3
MODERATE SODIUM (87 - 130)	10	7	1	16	33	1	34
CHOLESTEROL RESTRICTED		6	1	2	8	1	9
87/CHOL	1	8	2	17	26	2	28
87/CHOL/MECH				1	1		1
CARDIAC (87NA, LOCHOL, HIFIBER)	1		2	27	28	2	30
DIABETIC/LO CAL	16	14	1	23	53	1	54
87/DIAB	9	2	2	13	24	2	26
CHOL/DIAB	2	1			3		3
DIAB/MECH	5			1	6		6
87/DIAB/MECH				1	1		1
87/DIAB/HF	1				1		1
87/CHOL/DIAB	2		4	8	10	4	14
DIAL/DIAB	1		1	5	6	1	7
LOW PROTEIN	2			5	7		7
DIALYSIS/LOW NA (43-22)	2	1	1	6	9	1	10
ASPIRATION RISK REDUCTION	8			1	9		9
GERIATRIC/ECC	34				34		34
MECHANICAL/DYSPHAGIA	15	2		14	31		31
87/MECH-DYS	1	1		5	7		7
MODIFIED BLAND				3	3		3
87/MOD BLAND		1			1		1
GROUND MODIFIED BLAND	7	2		2	11		11
PUREED	22			14	36		36
FULL LIQUID		1		4	5		5
CLEAR LIQUID	1			5	6		6
SELECT-REGULAR	25			32	57		57
SELECT-ECC	38				38		38
SELECT-DIABETIC	16			2	18		18
ECC-DIABETIC	2				2		2
N P O	3			31	34		34
P A S S							0
TF Only	24			20	44		44
No Order	1	1		7	9		9
TOTAL MEALS	264	176	32	320	760	32	792

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: FM Forecasting... [FHPRFM]
Suboption: DP Diet Census Percentage [FHORD15]

This option allows user to display the Actual Diet Census Percentage or the Forecasted or Actual Diet Census Percentage of meals.

Prompt/User Entry:

Do you want DIET CENSUS PERCENTAGE
for MEAL? (Y/N): **Y <RET>**

Select PRODUCTION FACILITY: **TACO**
BELL <RET>

Select Date: **T+1 <RET>** (MAR 08,
1995)

Select MEAL (B,N,E or ALL): **?? <RET>**
Select B for Breakfast, N for Noon,
or E for Evening or ALL for all meals

Select MEAL (B,N,E or ALL): **B <RET>**

Use CENSUS or FORECAST? (C OR F): **F**
<RET>

Forecasting ...
Service Point: PARK BENCH
Forecast Census: 0// **2 <RET>**

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter Yes or No.

Enter ?? <RET> to see Production
Facilities, then select appropriate
facility.

Enter date (month, date) or as
shown.

Enter printer device OR press
<RET> as shown.

DP Diet Census Percentage

Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): Y

Select Date: T (MAR 08, 1995)

Select MEAL (B,N,E or ALL): B

Use CENSUS or FORECAST? (C OR F): C

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-95 10:43am

A C T U A L D I E T C E N S U S
P E R C E N T A G E S

Page 1

MAIN KITCHEN

Wednesday 8-Mar-95 BREAKFAST

P R O D U C T I O N D I E T S

	B217	B228	DR200	T200
REGULAR	5.7	69.9	70.9	15.3
HPHC	0.0	2.3	0.0	1.6
HIGH FIBER	0.0	1.1	0.0	0.3
MODERATE SODIUM (87 - 130)	3.8	4.0	1.2	5.0
CHOLESTEROL RESTRICTED	0.0	3.4	1.2	0.6
87/CHOL	0.4	4.5	2.3	5.3
87/CHOL/MECH	0.0	0.0	0.0	0.3
CARDIAC (87NA,LOCHOL,HIFIBER)	0.4	0.0	203	8.4
DIABETIC/LO CAL	6.1	8.0	12.8	7.2
87/DIAB	3.4	1.1	2.3	4.1
CHOL/DIAB	0.8	0.6	0.0	0.0
DIAB/MECH	1.9	0.0	0.0	0.3
87/DIAB/MECH	0.0	0.0	0.0	0.3
87/DIAB/HF	0.4	0.0	0.0	0.0
87/CHOL/DIAB	0.8	0.0	4.7	2.5
DIAL/DIAB	0.0	0.0	1.2	1.6
LOW PROTEIN	0.8	0.0	0.0	1.6
DIALYSIS/LOW NA (43-22)	0.8	0.6	1.2	1.9
ASPIRATION RISK REDUCTION	3.0	0.0	0.0	0.3
GERIATRIC/ECC	12.9	0.0	0.0	0.0
MECHANICAL/DYSPHAGIA	5.7	1.1	0.0	4.4
87/MECH-DYS	0.4	0.6	0.0	1.6
MODIFIED BLAND	0.0	0.0	0.0	0.9
87/MOD BLAND	0.0	0.6	0.0	0.0
GROUND MODIFIED BLAND	2.7	1.1	0.0	0.6
PUREED	8.3	0.0	0.0	4.4
FULL LIQUID	0.0	0.6	0.0	1.3
CLEAR LIQUID	0.4	0.0	0.0	1.6
SELECT-REGULAR	9.5	0.0	0.0	10.0
SELECT-ECC	14.4	0.0	0.0	0.0
SELECT-DIABETIC	6.1	0.0	0.0	0.6
ECC-DIABETIC	0.8	0.0	0.0	0.0
N P O	1.1	0.0	0.0	9.7
P A S S	0.0	0.0	0.0	0.0
TF Only	9.1	0.0	0.0	6.3
No Order	0.4	0.6	0.0	2.2

DP Diet Census Percentage

Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): N

Select PRODUCTION FACILITY: ??

Choose from:

MAIN KITCHEN
REMOTE

Select PRODUCTION FACILITY: MAIN KITCHEN

Select Date: T (MAR 08, 1995)

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-95 10:45am

A C T U A L D I E T C E N S U S
P E R C E N T A G E S

Page 1

MAIN KITCHEN

Wednesday 8-Mar-95

P R O D U C T I O N D I E T S

	B217	B228	DR200	T200
REGULAR	5.7	69.9	70.9	15.3
HPHC	0.0	2.3	0.0	1.6
HIGH FIBER	0.0	1.1	0.0	0.3
MODERATE SODIUM (87 - 130)	3.8	4.0	1.2	5.0
CHOLESTEROL RESTRICTED	0.0	3.4	1.2	0.6
87/CHOL	0.4	4.5	2.3	5.3
87/CHOL/MECH	0.0	0.0	0.0	0.3
CARDIAC (87NA, LOCHOL, HIFIBER)	0.4	0.0	203	8.4
DIABETIC/LO CAL	6.1	8.0	12.8	7.2
87/DIAB	3.4	1.1	2.3	4.1
CHOL/DIAB	0.8	0.6	0.0	0.0
DIAB/MECH	1.9	0.0	0.0	0.3
87/DIAB/MECH	0.0	0.0	0.0	0.3
87/DIAB/HF	0.4	0.0	0.0	0.0
87/CHOL/DIAB	0.8	0.0	4.7	2.5
DIAL/DIAB	0.0	0.0	1.2	1.6
LOW PROTEIN	0.8	0.0	0.0	1.6
DIALYSIS/LOW NA (43-22)	0.8	0.6	1.2	1.9
ASPIRATION RISK REDUCTION	3.0	0.0	0.0	0.3
GERIATRIC/ECC	12.9	0.0	0.0	0.0
MECHANICAL/DYSPHAGIA	5.7	1.1	0.0	4.4
87/MECH-DYS	0.4	0.6	0.0	1.6
MODIFIED BLAND	0.0	0.0	0.0	0.9
87/MOD BLAND	0.0	0.6	0.0	0.0
GROUND MODIFIED BLAND	2.7	1.1	0.0	0.6
PUREED	8.3	0.0	0.0	4.4
FULL LIQUID	0.0	0.6	0.0	1.3
CLEAR LIQUID	0.4	0.0	0.0	1.6
SELECT-REGULAR	9.5	0.0	0.0	10.0
SELECT-ECC	14.4	0.0	0.0	0.0
SELECT-DIABETIC	6.1	0.0	0.0	0.6
ECC-DIABETIC	0.8	0.0	0.0	0.0
N P O	1.1	0.0	0.0	9.7
P A S S	0.0	0.0	0.0	0.0
TF Only	9.1	0.0	0.0	6.3
No Order	0.4	0.6	0.0	2.2

DP Diet Census Percentage

Do you want DIET CENSUS PERCENTAGE for MEAL? (Y/N): Y

Select PRODUCTION FACILITY: ??

Choose from:

MAIN KITCHEN
REMOTE

Select PRODUCTION FACILITY: MAIN KITCHEN

Select Date: T (MAR 08, 1995)

Select MEAL (B,N,E or ALL): B

Use CENSUS or FORECAST? (C OR F): F

Forecasting ...

Service Point: B217 TL
Forecast Census: 263 //
Service Point: B228 TL
Forecast Census: 167 //
Service Point: T200
Forecast Census: 296 //
Service Point: DR200
Forecast Census: 34 //

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-95 10:46am F O R E C A S T E D D I E T C E N S U S
 P E R C E N T A G E S

Page 1

MAIN KITCHEN

Wednesday 8-Mar-95 BREAKFAST

	P R O D U C T I O N D I E T S			
	B217	B228	DR200	T200
REGULAR	5.7	69.9	70.9	15.3
HPHC	0.0	2.3	0.0	1.6
HIGH FIBER	0.0	1.1	0.0	0.3
MODERATE SODIUM (87 - 130)	3.8	4.0	1.2	5.0
CHOLESTEROL RESTRICTED	0.0	3.4	1.2	0.6
87/CHOL	0.4	4.5	2.3	5.3
87/CHOL/MECH	0.0	0.0	0.0	0.3
CARDIAC (87NA, LOCHOL, HIFIBER)	0.4	0.0	203	8.4
DIABETIC/LO CAL	6.1	8.0	12.8	7.2
87/DIAB	3.4	1.1	2.3	4.1
CHOL/DIAB	0.8	0.6	0.0	0.0
DIAB/MECH	1.9	0.0	0.0	0.3
87/DIAB/MECH	0.0	0.0	0.0	0.3
87/DIAB/HF	0.4	0.0	0.0	0.0
87/CHOL/DIAB	0.8	0.0	4.7	2.5
DIAL/DIAB	0.0	0.0	1.2	1.6
LOW PROTEIN	0.8	0.0	0.0	1.6
DIALYSIS/LOW NA (43-22)	0.8	0.6	1.2	1.9
ASPIRATION RISK REDUCTION	3.0	0.0	0.0	0.3
GERIATRIC/ECC	12.9	0.0	0.0	0.0
MECHANICAL/DYSPHAGIA	5.7	1.1	0.0	4.4
87/MECH-DYS	0.4	0.6	0.0	1.6
MODIFIED BLAND	0.0	0.0	0.0	0.9
87/MOD BLAND	0.0	0.6	0.0	0.0
GROUND MODIFIED BLAND	2.7	1.1	0.0	0.6
PUREED	8.3	0.0	0.0	4.4
FULL LIQUID	0.0	0.6	0.0	1.3
CLEAR LIQUID	0.4	0.0	0.0	1.6

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: FM Forecasting... [FHPRFM]
Suboption: FC Forecasted Diet Census (132 Column) [FHPRF2]

This option generates a forecasted census for each production diet for any specified date and service point. This routine interfaces with the MAS census and the Production Diet Percentage Table (PP).

The Forecasted Diet Census report will list:

- 1) Production diets sorted by production diet print order.
- 2) Production Diet Census for each service point and type of service.
- 3) Consolidated total census for each production diet and service point.

Prompt/User Entry:

Forecast Date: **3/8 <RET>** (MAR 08,
1995)

Select PRODUCTION FACILITY: **TRAY**
LINE <RET>

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter date.

User will see this prompt only if there is more than one Production Facility.

Enter printer device OR press
<RET> as shown.

Once the forecast date and service point have been selected, the following process takes place:

1. Determining projected census:
 - a) MAS census values for each ward assigned to a service point are added up for the selected date; i.e., Sunday, Monday, etc. Values are determined for this day of the week for each of the past nine weeks.
 - b) This nine week data, with greater weight given to the most recent weeks, is used to determine a forecast census value for the selected date. The result is a number called the "uncorrected forecast".
 - c) The uncorrected forecast census value is compared to the actual census figures for the last three days. A greater weighted value is given to the most recent days census and a "corrected forecast" figure is determined if needed.

2. Determining projected production diet quantities.
 - d) The Production Diet Percentages (PP) are then applied to this corrected forecast and specific figures for each production diet are calculated.
 - e) If Tray is the only designated meal service type, the forecasted numbers will appear in that column according to production diet on the Forecast Diet Census.
3. Other Adjustments
 - f) If Cafeteria service is also available and a "% Cafeteria" has been entered in the Production Diet File, this Cafeteria percentage will be applied to the calculated production diet forecast. The Tray (T) and Cafeteria (C) values will be listed accordingly on the Forecasted Diet Census.

For accuracy Forecasted Diet Census should be compared to the Actual Diet Census on or near the day of production. Adjustments should be made in Production Diet Percentages on a periodic basis or whenever an appreciable fluctuation in patient census or diet type is known.

HELPFUL HINTS

1. After completing the Production Diets File, Actual Diet Census (DC) can be used immediately. The percentages appearing on this report may be useful in building the Production Diet Percentage Table (PP).
2. After completing the Production Diets Percentage Table, Forecasted Diet Census (FC) should be run consistently. Initial forecasts will not be very accurate because of insufficient historical data. After two or three months, the forecast should be quite accurate. If the relative mix of production diets seems to be off, the production diet percentages may need to be adjusted.
3. If actual census is the only figure appearing on Forecast History, it is because option FC has not been used.

FC Forecasted Diet Census

Forecast Date: T (MAR 08, 1995)

Select LIST Printer: HOME// HOME RIGHT MARGIN: 80// 132

8-Mar-95 10:49am

F O R E C A S T E D D I E T C E N S U S

MAIN KITCHEN

WEDNESDAY 8-Mar-95

	P R O D U C T I O N D I E T S						
	B217	B228	DR200	T200	Tray	Café	Total
REGULAR	15	123	17	49	187	17	204
HPHC		4		5	9		9
HIGH FIBER		2		1	3		3
MODERATE SODIUM (87 - 130)	10	7	1	16	33	1	34
CHOLESTEROL RESTRICTED		6	1	2	8	1	9
87/CHOL	1	8	2	17	26	2	28
87/CHOL/MECH				1	1		1
CARDIAC (87NA, LOCHOL, HIFIBER)	1		2	27	28	2	30
DIABETIC/LO CAL	16	14	1	23	53	1	54
87/DIAB	9	2	2	13	24	2	26
CHOL/DIAB	2	1			3		3
DIAB/MECH	5			1	6		6
87/DIAB/MECH				1	1		1
87/DIAB/HF	1				1		1
87/CHOL/DIAB	2		4	8	10	4	14
DIAL/DIAB	1		1	5	6	1	7
LOW PROTEIN	2			5	7		7
DIALYSIS/LOW NA (43-22)	2	1	1	6	9	1	10
ASPIRATION RISK REDUCTION	8			1	9		9
GERIATRIC/ECC	34				34		34
MECHANICAL/DYSPHAGIA	15	2		14	31		31
87/MECH-DYS	1	1		5	7		7
MODIFIED BLAND				3	3		3
87/MOD BLAND		1			1		1
GROUND MODIFIED BLAND	7	2		2	11		11
PUREED	22			14	36		36
FULL LIQUID		1		4	5		5
CLEAR LIQUID	1			5	6		6
SELECT-REGULAR	25			32	57		57
SELECT-ECC	38				38		38
SELECT-DIABETIC	16			2	18		18
ECC-DIABETIC	2				2		2
TOTAL MEALS	264	176	32	320	760	32	792

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: LA Run SF Labels/Consolid Ingrid List [FHNO2]

Labels may be printed with an ingredient list, or an ingredient list alone may be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gummed labels produced are placed on bags, sandwiches and other items to identify the patient and food items. Labels provide patient name, location, items, quantity to be delivered and time period. No labels will be printed for an NPO patient if this version is running and the Site Parameter (SP) response to suspension of nourishments is "Yes".

Three time periods are available to run labels (i.e., 10:00 a.m., 2:00 p.m. and 8:00 p.m.). A facility may choose one time period or all time periods. Time periods chosen to run labels can be divided into multiple service points (there must be at least one service point). A service point is an intermediate distribution point between the production area and the patient.

Labels may be aligned in the printer before initiating the program or at the moment designated by the program. It is helpful to mark the printer housing with some type of alignment markings. Several label runs may be required to establish the correct location for these marks.

If the patient is on an isolation procedure that Nursing delivers, "NURSE" will be printed on the label.

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE:
SAMMY'S SOUP SALON <RET>

Select Supplemental Feeding Time
(10,2,8, ALL): **10 <RET>**

Do you want Ingredient list only?
N// **<RET>**

Place Labels in Printer

Discussion:

Enter S or W as shown.

Select a Supplemental Feeding Site. Enter ?? <RET> to get a listing of feeding sites or to get help at any of the prompts.

No will print labels with ingredient list at the end.

Labels may be printed on paper, instead of labels.

Select LABEL Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Enter printer device OR press
<RET> for labels to show on
screen.

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **W <RET>**

OR if W is entered in the first
prompt:

Select WARD: **10E <RET>**

Select Supplemental Feeding Time
(10,2,8,ALL): **ALL <RET>**
Do you want Ingredient list only?
N// **Y <RET>**

Consolidated List only? Y// **<RET>**

"Y" will print a consolidated list of
ingredients, summed for the
ward.

"N" will print a list for the selected
time or three lists for all the times.

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter the proper printer
designation OR press **<RET>** and
the labels will show only on the
screen. A delay of 10-25 seconds is
normal.

LA Run SF Labels/Consolid Ingred List
Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S
Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS
Select Supplemental Feeding Time (10,2,8,ALL): ALL
Do you want Ingredient list only? N// Y
Consolidated List only? Y//
Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

**** CONSOLIDATED ****
**** INGREDIENTS LIST ****
SUPPLEMENTAL FEEDINGS
15-Mar-95 ALL

APPLESAUCE/SPOON 3
BANANA 1
CEREAL I/BOWL/SPOON 6
CRAX, GRAHAM, PKG 2
CUSTARD/SPOON 1
DESSERT OF THE DAY 10
FRUIT,FRESH 2
ICE CREAM/SPOON 2
MILK, SKIM 5
MILK,2% 5
SANDWICH DB HALF 1
SANDWICH DB II 1

**** PATIENTS = 11 ****

Select Production Reports Option: LA Run SF Labels/Consolid Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL

Do you want Ingredient list only? N// Y

Consolidated List only? Y// N

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 10 AM

APPLESAUCE/SPOON 2
BANANA 1
CEREAL I/BOWL/SPOON 6
ICE CREAM/SPOON 2
MILK, SKIM 1
MILK, 2% 5

**** PATIENTS = 8 ****

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 2 PM

APPLESAUCE/SPOON 1
DESSERT OF THE DAY 5
FRUIT, FRESH 2
SANDWICH DB II 1

**** PATIENTS = 6 ****

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 8 PM

CRAX, GRAHAM, PKG 2
CUSTARD/SPOON 1
DESSERT OF THE DAY 5
MILK, SKIM 4
SANDWICH DB HALF 1

**** PATIENTS = 9 ****

Select Production Reports Option: LA Run SF Labels/Consolid Ingrid List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL

Do you want Ingredient list only? N//

Place Labels in Printer

Select LABEL Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

NUTRITION,P NEW 1 EAST/101-04
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON
1 ICE CREAM/SPOON

NUTRITION,P1 NEW 1 EAST/103-01
0001 15-Mar-95 10 AM
1 BANANA
1 CEREAL I/BOWL/SPOON
1 MILK, SKIM

NUTRITION,P2 NEW 1 EAST/
0002 *NURSE 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

ADMIT,TWO NEW 1 EAST/
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON
1 ICE CREAM/SPOON

NHCU,FINAL NEW 1 EAST/
0000 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

NHCU,P NEW 1 EAST/
0000 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

NUTRITION,P3 NEW 1 EAST/
0003 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

NUTRITION,P4 NEW 1 EAST/
0004 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 10 AM

APPLESAUCE/SPOON 2
BANANA 1
CEREAL I/BOWL/SPOON 6
ICE CREAM/SPOON 2
MILK, SKIM 1
MILK,2% 5

**** PATIENTS = 8 ****

NUTRITION,P NEW 1 EAST/103-01
0000 15-Mar-95 2 PM
1 APPLESauce/SPOON
2 FRUIT,FRESH
1 SANDWICH DB II

NUTRITION,P1 NEW 1 EAST/
0001 *NURSE 15-Mar-95 2 PM
1 DESSERT OF THE DAY

NHCU,FINAL NEW 1 EAST/
0000 15-Mar-95 2 PM
1 DESSERT OF THE DAY

NHCU,P NEW 1 EAST/
0000 15-Mar-95 2 PM
1 DESSERT OF THE DAY

NUTRITION,P2 NEW 1 EAST/
0002 15-Mar-95 2 PM
1 DESSERT OF THE DAY

NUTRITION,P3 NEW 1 EAST/
0003 15-Mar-95 2 PM
1 DESSERT OF THE DAY

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 2 PM

APPLESAUCE/SPOON 1
DESSERT OF THE DAY 5
FRUIT,FRESH 2
SANDWICH DB II 1

**** PATIENTS = 6 ****

NUTRITION,P NEW 1 EAST/103-01
0000 15-Mar-95 8 PM
1 MILK, SKIM
1 CUSTARD/SPOON

NUTRITION,P1 NEW 1 EAST/
0001 *NURSE 15-Mar-95 8 PM
1 DESSERT OF THE DAY

NUTRITION,P2 NEW 1 EAST/
0002 *NURSE 15-Mar-95 8 PM
1 MILK, SKIM
1 CRAX, GRAHAM, PKG

NHCU,FINAL NEW 1 EAST/
0000 15-Mar-95 8 PM
1 DESSERT OF THE DAY

NHCU,P NEW 1 EAST/
0001 15-Mar-95 8 PM
1 DESSERT OF THE DAY

NUTRITION,P3 NEW 1 EAST/
0003 15-Mar-95 8 PM
1 DESSERT OF THE DAY

NUTRITION,P4 NEW 1 EAST/
0004 15-Mar-95 8 PM
1 DESSERT OF THE DAY

TEST,TT NEW 4 SOUTH/414-01
0000 15-Mar-95 8 PM
1 MILK, SKIM
1 SANDWICH DB HALF

TEST,P NEW 4 SOUTH/412-01
0001 15-Mar-95 8 PM
1 MILK, SKIM
1 CRAX, GRAHAM, PKG

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 8 PM

CRAX, GRAHAM, PKG 2
CUSTARD/SPOON 1
DESSERT OF THE DAY 5
MILK, SKIM 4
SANDWICH DB HALF 1

**** PATIENTS = 9 ****

This is an example of how label print when separate Supp Fdg labels is indicated in the Supplemental Feeding Site parameter.

LA Run SF Labels/Consolid Ingrid List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE: **SUPPLEMENTAL FEEDINGS <RET>**

Select Supplemental Feeding Time (10,2,8,ALL): **ALL <RET>**

Do you want Ingredient list only? N// **<RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80//

NUTRITION,P NEW 1 EAST/101-04
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON

NUTRITION,P1 NEW 1 EAST/101-04
0001 15-Mar-95 10 AM
1 ICE CREAM/SPOON

NUTRITION,P2 NEW 1 EAST/103-01
0002 15-Mar-95 10 AM
1 BANANA

NUTRITION,P3 NEW 1 EAST/103-01
0003 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON

NUTRITION,P3 NEW 1 EAST/103-01
0003 15-Mar-95 10 AM
1 MILK, SKIM

NUTRITION,P4 NEW 1 EAST/
0004 *NURSE 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON

NUTRITION,P4 NEW 1 EAST/
0004 *NURSE 15-Mar-95 10 AM
1 MILK,2%

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 10 AM

APPLESAUCE/SPOON 2
BANANA 1
CEREAL I/BOWL/SPOON 6
ICE CREAM/SPOON 2
MILK, SKIM 1
MILK,2% 5

**** PATIENTS = 8 ****

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: MR Meal Production Reports (132 Column) [FHPRO5]

This section discusses how the Food Management files are used to generate the on-demand output for the operation of the program. All reports are generated under option MR Meal Production Reports. Production reports have been designed to meet the needs of various food production practices.

The Meal Production Reports (MR) option will generate six reports separately or in combination. One prompt sequence gives the user the opportunity to select which reports to print. Each of the reports will be described in this section:

- Production Summary
- Meal Distribution Report
- Meal Service Summary
- Recipe Preparation
- Storeroom Requisition
- Printed Recipes

A census cover page is always printed before each production report. It will identify whether the report was generated from a forecasted census or from an actual census. Both reports include:

1. Production diets sorted by production diet print order.
2. Service point census for each production diet.
3. A consolidated census for each production diet.
4. A label in the upper right corner showing census or forecast.

If the Production Report is based on forecast, production quantities are predicted from MAS data and production diet percentages; gratuitous and paid meals are included. If the report is based on actual census, production quantities are based on an actual tally of diet orders with gratuitous and paid meals added in. Production Reports do not include special menu items or add-ons. Adjustments for these must be made manually. The day and date of printing is displayed at the top as well as the meal and "actual" or "forecast" census. To initiate any one of the five (5) reports, the user must specify the date requested, service point, meal, and whether to base the report on a forecasted or actual census.

It is intended that Meal Production Reports be run using forecast census to anticipate storeroom pull and recipe preparation requirements. Closer to actual production time, these reports should be run based on actual census to determine actual production needs and identify any significant variances.

If Forecast Census is selected under Meal Production Reports (MR) the user has

the ability to override the predicted census for each service point. The program will use the "override" census value to calculate production needs for the selected service point according to its production diet percentages. Since the forecasting process is not accurate for holidays, this override function is useful for adjusting census to a more reasonable number. It is also useful when you are aware of large census variations for any given meal.

Example:

Many patients (75) from a service point will be going out on a picnic. You do not want to prepare the usual amount of food because you know the patients will be gone. You can override the forecasted census (200) and enter a lower census value (125). The production servings will be planned for the lower census value (125).

This override can also be used if you anticipated a larger than normal census; i.e., extra patients are coming in for a special test. The forecasted census for the needed service point can be overridden and a larger census figure used to plan production needs.

The following prompt sequence is used to generate the production report(s) either based on a "forecasted" census or "actual" census. Production Report printouts will be preceded by the census for the meal specified - either actual or forecasted.

Prompt/User Entry:

Discussion:

If there is more than one production facility, user will see:

Select PRODUCTION FACILITY: **MAIN**
KITCHEN <RET>

Enter ?? <RET> to get a listing of Production Facilities or at any other prompt to get help.

Select Date: **4/1 <RET>** (APR 01, 1995)

Enter date of report requested.

Select MEAL (B,N,E or ALL): **?? <RET>**
Select B for Breakfast, N for Noon,
or E for Evening or ALL for all meals

Enter meal requested. If ALL is selected, a census cover page will print before each meal.

Select MEAL (B,N,E or ALL): **B <RET>**

Do you want PRODUCTION Summary?
(Y/N): **Y <RET>**

Y for yes; N for no.

Do you want MEAL SERVICE Summary
(Y/N): **Y <RET>**

Do you want RECIPE PREPARATION Sheet?
(Y/N): **Y <RET>**

Do you want STOREROOM REQUISITION
Sheet? (Y/N): **Y <RET>**

Do you want PRINTED RECIPES? (Y/N)
N// **Y <RET>**

If yes is selected, then all recipes that have a yes in the Print Recipe field under Enter/Edit Recipe (RE) will be adjusted and printed along with report. If no is selected, no recipes will print.

Use CENSUS or FORECAST?(C or F): **C
<RET>**

Any of the reports can be based on actual census or forecasted census.

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// 132
<RET>

OR

Use CENSUS or FORECAST?(C or F): **F
<RET>**

If forecast is selected, the prompt will be displayed as automatically forecasting the census for each service point. The user may override a forecasted census by inserting a new census number after the slashes //.

Forecasting...

Service Point: SCI
Forecast Census: 101// **<RET>**

Service Point: MED/SURG//
Forecast Census: 532//**557 <RET>**

If the user chooses to override the forecasted census, the program will adjust all production diet percentages.

If the actual census is selected in #9, the report will begin with the actual diet census and the selected reports will automatically follow the census.

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// 132
<RET>

Enter printer device OR press
<RET> as shown for report to only
show on screen.

Production Summary

This report can be printed on a single page or on separate pages for distribution to the various preparation areas by answering "YES" to Separate Pages under Modify Site Parameters (SP). If the report is printed on one page, the recipe name will be followed by the preparation area in parentheses. If the report is printed on separate pages, the preparation area will be printed in the header.

The report is designed as follows:

Content	Title of Report: Production Summary
	Date Printed (upper left)
	Day, Date and Meal Requested (center)
	Preparation Area
	Printed from Forecast or Census (Actual) (upper right)
	Recipes for the Meal Selected
	Portion Size
	Utensil
	Production Amounts for both Tray and Cafeteria by Service Point
	Total Production Amount for each recipe
Sorted By	Preparation Area
	Alphabetically Within Each Preparation Area
Possible Uses	<ol style="list-style-type: none">1. Provides a listing of all menu items and the portions required for each service point. Can be used by preparation area personnel. Bulk quantities can be portioned and sent to the appropriate service point(s).2. If a preparation area entitled "trayline" is established, traylines can be stocked with all necessary items prior to each meal.

3. Consolidated menu item reference for management.

Meal Distribution Report

This report is optional. It is automatically printed after the Production Summary report if the answer is "YES" to the prompt Print Meal Distribution Report under Modify Site Parameters (SP). This report uses the Production Summary Site Parameter for separate pages. This report lists the quantities by weight or number for portions for all recipe items to be sent to each service point. The report is designed as follows:

Content	Title of Report: Meal Distribution Report Date Printed (upper left) Day, Date, and Meal Requested (center) Service Point Printed from Forecast or Census (Actual) (upper right) Recipes for the Meal Selected Preparation Area Portion Size Weight or Number of Portions Consolidated Portions, Weights, and Volume
Sorted By	Preparation Area Alphabetically Within Each Preparation Area
Possible Uses	1. Provides a listing of all menu items and the quantities required for each service point. Can be used by preparation area personnel. Bulk quantities can be weighed, measured, or portioned and sent to the appropriate service point(s). 2. If food has traditionally been tallied or

amounts for preparation have been based on weight or volume rather than by portions, this report can replace that manual function.

3. If a preparation area entitled "trayline" is established, traylines can be stocked with all necessary items prior to each meal.

4. Consolidated menu item reference for management.

Meal Service Summary

This report will be printed on separate pages for each service point. If more than eighteen (18) production diet codes exist, a second page will print. The report is designed as follows:

Content	Title of Report: Meal Service Summary
	Date Printed (upper right)
	Day, Date, and Meal Requested (Center)
	Service Point (upper left)
	Printed from Forecast or Census (Actual) (upper right)
	Recipes for the Meal Selected
	Portion Size
	Utensil
	Production Diet Codes for Each Recipe (according to production diet print order)
	Portion Amounts by Type of Meal Service (Cafeteria, Tray)
	Consolidated Portion Amounts by Service Point
Sorted By	Service Point, Preparation Area
	Within Each Preparation Area

Possible Uses

1. May be used to verify accuracy of menu items based upon production diet codes.
2. May be used as a trayline guide for serving modified diets.

Recipe Preparation

This report can be produced on a single page or separate pages for distribution to the various preparation areas if the user answers "YES" to the prompt for Separate Pages under Modify Site Parameters (SP). If the report is printed on separate pages, the preparation area will appear in the header; otherwise it will appear in parentheses after each food item. The report is designed as follows:

Content

Title of Report: Recipe Preparation

Date Printed (upper left)

Day, Date, and Meal Requested (center)

Preparation Area

Printed from Forecast or Census
(Actual) (upper right)

Recipes for the Meal Selected

Number of Portions

Ingredients Contained in Each
Recipe

Ingredient Quantities in the recipe unit. See
Enter/Edit Ingredients (IE).

Storeroom Amount which is the issue unit. See
Enter/Edit Ingredients (IE).

Sorted By

Preparation Area

Alphabetically Within Each Preparation
Area

Possible Uses

1. Can be used by ingredient control personnel to group ingredients together for each recipe.

2. Experienced cooks may find this useful for basic recipes or recipes used on a daily basis (i.e., breakfast items), eliminating the need to print all recipes, particularly in facilities that use convenience food items.

*Storeroom quantities that are less than 5% of the issue unit will appear as a zero.

Storeroom Requisition

This report lists each required ingredient for the meal selected and the recipes containing that ingredient. It can be produced as a single page or as separate pages sorted by storeroom by answering "YES" to Separate Pages under Modify Site Parameters (SP). If the report is printed on separate pages, the Storeroom location will appear in the header; otherwise it will appear in parentheses after each food item. The report is designed as follows:

Content	Title of Report: Storeroom Requisition Date Printed (upper left) Day, Date, and Meal Requested (center) Storeroom Location Printed from Forecast or Census (Actual) (upper right) Ingredients for the Meal Selected Storeroom Amount in the Issue Unit Recipes Associated with a Particular Ingredient Quantity in the Recipe Unit
Sorted By	Storeroom Location Alphabetically Within Each Storeroom Location
Possible Uses	1. Can be used by Dietetic warehouseman to pull ingredients from storeroom.

2. If the 'Recipe Preparation' option is not selected, the ingredient control personnel may use the storeroom requisition to group ingredients for each recipe.
3. Can be used to update a perpetual inventory.
4. Can be used to pull frozen foods by running several days in advance.

*Specifying storeroom locations is recommended to facilitate the pulling of ingredients. Any items which do not have a storeroom specified will print on a separate page at the end of this report.

HELPFUL HINTS

1. Quantity is presented in the Recipe Unit. Fractions are automatically converted to the next smaller unit. This is done so that quantities do not appear in decimal form, e.g. 14.48 LB.
2. Storeroom Amount is rounded to the nearest whole Issue Unit.

Print Recipes

Adjusted recipes will print out on separate pages, if the user answered "YES" to the prompt for printing recipes in Enter/Edit Recipes (RE). Recipes are automatically adjusted according to the census, but not for standing orders or food preferences. To adjust these, it will be necessary to reprint the recipe using Print Adjusted Recipe (RP) option for a new quantity. If a recipe appears more than once in a meal, the quantities will be combined.

If a separate census is desired to accompany recipes, answer "NO" to all prompts under Meal Production Reports (MR) except for the prompt 'Print Recipes'. Recipes for all three meals can be printed at the same time and a census will precede each meal.

The report is designed as follows:

Content	Title of Report: Adjusted Recipe
	Date Printed (upper right)
	Portion Size/Number of Portions
	Required from Forecasted or

	Actual Census
	Preparation Time
	Equipment
	Serving Utensil
	Category
	Ingredients and Amounts Required from Forecasted or Actual Census
	Directions for Preparation
Sorted By	Recipe Preparation Area
Possible Uses	<p>1. Adjusted recipes provide an accurate reference for the food production staff in the preparation of menu items.</p> <p>2. Hard copies of recipes are generated according to the forecasted or actual census for a particular meal or day and can be discarded after the meal.</p>

HELPFUL HINTS

1. The samples show one method of handling diet recipes. The use of embedded recipes can eliminate much data entry.
2. Rounding occurs at the smallest unit.
3. Since recipes automatically printed with meal production reports are not automatically adjusted to include standing orders and food preferences, the usefulness of this auto-print function should be evaluated. It may be simpler to print the recipes once for the correct quantity using option Print Adjusted Recipe (RP).

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: PU Projected Usage (132 Column Compressed) [FHPRR1]

This option displays the quantity of ingredients required for a specified time period based upon the recipes entered into Enter/Edit Meals (ME) and a census specified by the user. This report requires 132 column paper.

This report provides the user with quantity and cost data from the information entered into Enter/Edit Ingredients (IE) and from the information entered into Enter/Edit Meals (ME). The average census entered by the user is adjusted according to the production diet percentages to arrive at a quantity of ingredients required for the specified time period. This report is based upon ingredients in the menus; therefore, tube feedings, standing orders, bulk ward feedings, and supplemental feedings must be manually accounted for when ordering or determining budget projections.

Content	Title of Report: Production Requirements
	Date Printed (upper left)
	Date of Timeframe Specified (center)
	Average Total Census (upper left)
	Ingredient
	Purchase Quantity (total amount consumed in U/P for specified period)
	Cost of Purchase Quantity
	Issue Quantity (total amount as Ingredient Unit)
	Recipe Quantity (total amount as Recipe Unit)
	Total Cost of Purchase Quantity
Sorted By	Vendor
	Alphabetically Within Each Vendor

Possible Uses

1. The ingredient usage data can be tracked for days, weeks, months, quarters, or annually to determine actual usage and to determine changes in usage patterns.
2. This report will enhance the accuracy of ordering procedures.
3. If cost data has been entered into Enter/Edit Ingredients (IE), the report can be used as a budget projection tool.

Prompt/User Entry:

Select PRODUCTION FACILITY: **MAIN KITCHEN** <RET>

Starting Date: **1/1** <RET> (JAN 01, 1995)
Ending Date: **1/31/95** <RET> (JAN 31, 1995)

Service Point: HOSPITAL TL
Average Census: **220** <RET>

Service Point: HOSPITAL CL
Average Census: **320** <RET>

Sort by Vendor: Y// **Y** <RET>

Select LIST Printer: HOME// <RET>
PC ETHER NET RIGHT MARGIN: 132//
<RET>

Discussion:

Enter ?? <RET> to get listing of Production Facilities.

Enter beginning and ending dates of a menu cycle or weekly menu.

Enter an estimated census number that would ensure sufficient ordering projections, e.g., 220.

Enter an estimated census number that would ensure sufficient ordering projections, e.g., 320. Continue entering census numbers until you reach Sort by Vendor prompt.

Answer YES if vendors have been specified in Enter/Edit Ingredients (IE). If a vendor has not been specified, the items will be listed at the top in alphabetical order.

Enter printer device OR press <RET> as shown and enter 132 so that report will show on screen -- aligned.

HELPFUL HINTS

1. If an entire cycle is selected, the amount of time required to generate the report is approximately one (1) hour.

PRINTING SCHEDULE

A suggested report printing schedule has been included to assist the user in developing a meal production report schedule that meets the needs of each facility. The type of report, the printing times and dates, and the patient turnover rate will vary for each facility; therefore, this is a general guideline.

This schedule is based upon a facility that has a high patient turnover rate, an ingredient control unit that is staffed five days per week, with tray assembly beginning at 6:30 a.m. for the breakfast (B) meal, 11:30 a.m. for the noon (N) meal, and 4:30 p.m. for the evening (E) meal.

Run

STOREROOM REQUISITION (Forecast Census)

At 7:30 a.m.	At 7:30 a.m.	At 7:30 a.m.	At 7:30 a.m.	At 7:30 a.m.
On: Monday	Tuesday	Wednesday	Thursday	Friday
For: Tuesday	Wednesday	Thursday	Friday	Saturday, Sunday
All Meals	All Meals	All Meals	All Meals	Monday

Run

Production Summary (Actual Census)

Meal Service Summary (Actual Census)

Recipe Preparation (Actual Census)

Print Recipes (Actual Census)

On: Monday	Tuesday	Wednesday	Thursday	Friday
For: Monday	Tuesday	Wednesday	Thursday	Friday
N @ 8:00 a.m.	N @ 8:00 a.m.	N @ 8:00 a.m.	N @ 8:00 a.m.	N @ 8:00 a.m.
E @ 11:30 a.m.	E @ 11:30 a.m.	E @ 11:30 a.m.	E @ 11:30 a.m.	E @ 11:30 a.m.
Tuesday	Wednesday	Thursday	Friday	Saturday B @
B @ 11:30 a.m.	B @ 11:30 a.m.	B @ 11:30 a.m.	B @ 11:30 a.m.	B @ 11:30 a.m.

On: Sat

For: Sat

N @ 8:00 a.m.

E @ 11:30 a.m.

Sun

B @ 11:30 a.m.

Sun

Sun

N @ 8:00 a.m.

E @ 11:30 a.m.

Mon

B @ 11:30 a.m.

HELPFUL HINTS

1. Decide what reports are needed when and whether they should be run on forecasted or actual census data.
2. Reports run in advance should be done on forecast. Reports run closer to service time should be done on actual census data.

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: RP Print Adjusted Recipe (80 Column) [FHREC2]

This option allows the user to print a recipe for any number of servings. All quantities of ingredients are automatically adjusted for the desired yield. Quantities are rounded off to the smallest unit of measure to avoid fractions. Some recipes have embedded recipes. This means there is a recipe within a recipe, e.g., Turkey Pot Pie is the principle recipe with Batter Topping used as an embedded recipe. If the principle recipe is printed, the embedded recipe automatically prints, and is designated by an asterisk.

This option can be used after Ingredient and Recipe Files have been completed. To introduce the food production staff to computerization many facilities may choose to use the Print Adjusted Recipe (RP) option prior to building the Meal File under Menu Cycle Management (XM).

Prompt/User Entry:

Select RECIPE NAME: **TURKEY POT PIE**
<RET>

Number of Portions: **256** <RET>

Select Printer: HOME// <RET> PC
ETHER NET RIGHT MARGIN: 80// <RET>

Discussion:

Enter desired Recipe Name. Enter ?? <RET> to get listing of names.

Enter a number between 1 and 5000, e.g., 256.

Enter printer device OR press <RET> as shown so that report will show on screen.

In the following samples, note the number of portions in both the recipe and the embedded recipe. The Batter Topping recipe will automatically print with the Turkey Pot Pie recipe. It is not necessary to request each recipe separately.

HELPFUL HINTS

1. Print hard copies of all recipes in a standardized amount (e.g., 100 portions) to be used as back-up references.
2. Recipe units are automatically adjusted downward through the next two smaller measures. The smallest measure that will print is 1/8 tsp.
3. If some production quantities or recipes need to be adjusted after running Meal Production Reports, run RP Print Adjusted Recipe for just those recipes, rather than re-running all of Meal Production Reports.

For printout, refer to Meal Production Report.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: SL Print Standing Order Labels [FHSP8]

This option allows the user to print labels for standing orders.

Select SERVICE POINT (or ALL): **ALL**
<RET>

Enter ?? <RET> to get listing of Service Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**
<RET>
Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **N <RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Enter printer instructions OR press <RET> to see report on screen.

NUTRITION,P NEW 2 WEST/
0000 *NURSE 15-Mar-95 NOON
1 APPLE

NUTRITION,P NEW 2 WEST/
0000 *NURSE 15-Mar-95 NOON
2 LEMON COOKIES

TEST,A NEW 2 WEST/205-01
0001 15-Mar-95 NOON
2 APPLE

TEST,B NEW 2 WEST/207-02
0002 15-Mar-95 NOON
1 APPLE

TEST,P NEW 2 WEST/207-02
0003 15-Mar-95 NOON
3 LEMON COOKIES

NUTRITION,P1 NEW 3 NORTH/
0001 15-Mar-95 NOON
1 DOUBLE PORTIONS

NUTRITION,P1 NEW 3 NORTH/
0001 15-Mar-95 NOON
1 FRUIT PUCH (ART)

NUTRITION,P1 NEW 3 NORTH/
0001 15-Mar-95 NOON
1 PUDDING (WHOLE MILK)

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: SO Tabulate Standing Orders (80 Column) [FHSP5]

The purpose of this option is to print the totals of the standing orders by meal. The totals change when discharges occur.

Prompt/User Entry:

Select SERVICE POINT (or ALL): **ALL**
<RET>

Select Meal (B,N,E, or ALL): **??**
<RET>

Enter B for Breakfast, N for Noon, E
for Evening or ALL for all meals

Select Meal (B,N,E, or ALL): **N <RET>**

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter ?? <RET> to get listing of
Service Points, then select Service
Point as shown.

Enter B, N, E, or ALL.

Enter printer instructions OR press
<RET> to see report on screen.

NOON

Quantity	Order
14	APPLE
9	BEEF BLENDER
2	CANNED FRUIT
1	CHICKEN BROTH
2	CHICKEN LEG
2	CHICKEN SOUP
3	COKE
3	COLE SLAW
2	DIET PUDDING
1	DOUBLE PORTIONS
1	FRESH SALAD
1	FRUIT PUCH (ART)
1	FRUIT PUNCH (NATURAL)
5	GRILLED CHEESE
1	HEATH BAR
4	HOT CHICKEN WINGS
36	LADY FINGERS
25	LEMON COOKIES
7	OREO COOKIES
1	PEACHES
1	PEPSI
3	POTATO PANCAKE
1	POTATO SALAD (HOME)
1	PUDDING
2	PUDDING (NONE LACTIC)
1	PUDDING (WHOLE MILK)
2	SOUR CREAM
1	SPINACH
1	WHALE BLUBBER
2	WHITE BREAD

HELPFUL HINTS AND NOTES

1. The tabulated standing orders do not have patient identification or location.
2. All orders appear on one sheet. Duplicate sheets may need to be run for different preparation areas.
3. Reminder: Standing Orders are not saved after discharge.

Menu: AD Dietetic Administration... [FHMGRA]
Submenu: PR Production Reports... [FHADM]
Option: SP Consolidate Standing Orders [FHSP7]

This option allows user to tally by Service Point and consolidate by meal or day.

Prompt/User Entry:

Discussion:

Select SERVICE POINT (or ALL): **ALL**
<RET>

Enter ?? <RET> to get listing of
Service Points, then select Service
Point or ALL as shown.

Select Meal (B,N,E, or ALL): **ALL**
<RET>

Enter B, N, E, or ALL.

Consolidated List Only? Y// **?? <RET>**
Answer YES or NO

Only press <RET> if answer
(default) is yes.

Consolidated List Only? Y// **NO <RET>**

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press
<RET> to see report on screen.

15-Mar-95
8:38am

S T A N D I N G O R D E R S L I S T

Page 1

HOSP T
15-Mar-95 Noon

7 APPLE
3 BEEF BLENDER
1 CANNED FRUIT
2 CHICKEN SOUP
2 COKE
1 COLE SLAW
1 DIET PUDDING
1 DOUBLE PORTIONS
1 FRUIT PUCH (ART)
1 GRILLED CHEESE
4 HOT CHICKEN WINGS
16 LADY FINGERS
9 LEMON COOKIES
1 PUDDING
2 PUDDING (NONE LACTIC)
1 PUDDING (WHOLE MILK)
1 SPINACH
1 WHALE BLUBBER

**** PATIENTS = 11 ****

15-Mar-95
8:38am

S T A N D I N G O R D E R S L I S T

Page 2

NH C
15-Mar-95 Noon

6 APPLE
6 BEEF BLENDER
1 CANNED FRUIT
1 CHICKEN BROTH
2 CHICKEN LEG
1 COKE
2 COLE SLAW
1 FRESH SALAD
1 FRUIT PUNCH (NATURAL)
3 GRILLED CHEESE
1 HEATH BAR
16 LADY FINGERS
14 LEMON COOKIES
7 OREO COOKIES
1 PEPSI
3 POTATO PANCAKE
1 POTATO SALAD (HOME)
2 SOUR CREAM
2 WHITE BREAD

**** PATIENTS = 13 ****

15-Mar-95

S T A N D I N G O R D E R S L I S T

Page 3

NURHC
15-Mar-95 Noon

1 APPLE
1 DIET PUDDING
1 GRILLED CHEESE
4 LADY FINGERS
2 LEMON COOKIES
1 PEACHES

**** PATIENTS = 2 ****

Select Production Reports Option: SP Consolidate Standing Orders

Select SERVICE POINT (or ALL): ALL

Select Meal (B,N,E,or ALL): N
Consolidated List Only? Y//

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

15-Mar-95 C O N S O L I D A T E D S T A N D I N G O R D E R S Page 1
8:39am

15-Mar-95 Noon

	HOSP T	NH C	NURHC	TOTAL
APPLE	7	6	1	14
BEEF BLENDER	3	6		9
CANNED FRUIT	1	1		2
CHICKEN BROTH		1		1
CHICKEN LEG		2		2
CHICKEN SOUP	2			2
COKE	2	1		3
COLE SLAW	1	2		3
DIET PUDDING	1		1	2
DOUBLE PORTIONS	1			1
FRESH SALAD		1		1
FRUIT PUCH (ART)	1			1
FRUIT PUNCH (NATURAL)		1		1
GRILLED CHEESE	1	3	1	5

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: TP Tabulate Patient Meal Preferences (80 Column) [FHSEL5]

This option tabulates preferences which are relevant for the meal designated.
This can only be done if the menu and recipes have been entered in the computer.
If the menu is in the computer, the program knows which food items are to be served for the meals.

The report will not simply total the name of the preference, e.g., "18 NO LIVER".
It will instead, tally the recipes involved:

DIET SWISS LIVER (2 OZ) 3
DIET SWISS LIVER (3 OZ) 1
GRILLED LIVER W/ONIONS (3 OZ) 14

Therefore, if there is no liver in the meal, it will ignore liver preferences.

The information on this report is important in determining and adjusting production needs for the meal.

Prompt/User Entry:

Select SERVICE POINT (OR ALL): **ALL**
<RET>

Tabulate By Menu Specific? N// <RET>

Select MEAL (B,N,E or ALL): **N** <RET>

Break Down By Production Diets? N// **Y**
<RET>

Select LIST Printer: HOME// <RET>
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Discussion:

If only one Service Point exists, this prompt will not appear.

If Yes, to tabulate by recipes. If No, to tabulate by Food Preferences.

Select one meal at a time or ALL.

Enter the proper printer designation
OR <RET> as shown for report to
show on screen.

15-Mar-95 8:40am

M E A L P R E F E R E N C E S

Page 1

WEDNESDAY 15-Mar-95 NOON

Preference	HOSP T	NH C	NURHC	TOTAL
------------	--------	------	-------	-------

L I K E S

Prod. Diet: CHOLESTEROL RESTRI

WHOLE-WHEAT BREAD		1		1
-------------------	--	---	--	---

Prod. Diet: CLEAR LIQUID

BEEF BURGER		2		2
GELATIN		2		2
SPAGHETTI		1		1
TEA		1		1
WHOLE-WHEAT BREAD		3		3

Prod. Diet: LOW CHOLESTEROL

BROCCOLI	1			1
CHILI MAC	1			1
ICE CREAM	3			3
MILK	1			1
POTATO CHIPS	1			1
SKIM MILK	1			1

Prod. Diet: MODERATE SODIUM (8

BEEF BURGER	1			1
CHILI MAC	1			1
ICE CREAM	2			2
WHOLE-WHEAT BREAD	2			2

Prod. Diet: REGULAR

BEEF BURGER	1	1		2
BROCCOLI		1		1
CHILI MAC		1		1

15-Mar-95 8:40am

M E A L P R E F E R E N C E S

Page 2

WEDNESDAY 15-Mar-95 NOON

Preference	HOSP T	NH C	NURHC	TOTAL
------------	--------	------	-------	-------

CHOC MILK		1		1
GELATIN	2		1	3
PANCAKE		1		1
PIZZA PUFFS	1			1
POTATO CHIPS	1			1
RYE BREAD		1		1
SHRIMP		1		1
SKIM MILK		1		1
SPAGHETTI		3		3
TACO	1			1
TANGERINE	2			2

TEA		1		1
WHITE BREAD	1			1
WHOLE-WHEAT BREAD	1	1	1	3

D I S L I K E S

Prod. Diet: CHOLESTEROL RESTRI

NO CHICKEN		1		1
WATER	1	1		2

Prod. Diet: CLEAR LIQUID

NO GREEN FOODS		1		1
----------------	--	---	--	---

Prod. Diet: HIGH FIBER

NO FISH		1		1
---------	--	---	--	---

Prod. Diet: LOW CHOLESTEROL

NO BEEF	1			1
NO CHICKEN	1			1
NO CONDIMENT	1			1
NO FISH	1			1
NO HAM	1			1
NO Jell-O	1			1
NO PORK	1			1
NO SOUP	1			1
NO TACO	1			1
NO TURKEY	1			1
NO WHOLE WHEAT BREAD	1			1

Prod. Diet: MODERATE SODIUM (8

NO BEEF	1			1
NO SHRIMPS	1	1		2

Select Production Reports Option: TP Tabulate Patient Meal Preferences

Select SERVICE POINT (or ALL): ALL

Tabulate By Menu Specific? N// Y

Select Date: T (MAR 15, 1995)

Select MEAL (B,N,E or ALL): N

Break Down By Production Diets? N// Y

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: WL Ward Supplemental Feeding Lists [FHNO3]

The purpose of this option is to list all patients who receive supplemental feedings. If the patient is on an isolation which requires delivery by Nursing Service, "NURSE" will appear under the "ISOLAT" column. The date shown under "REVIEW" is the last date any transaction was made for that patient. When the date is over two weeks old, an asterisk will flag it for attention.

This facilitates the review mandated by M-2, Part III (3.06c). Ward Supplemental Feeding Lists (WL) can be viewed or printed.

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE (or
ALL): **Supp Site 1 <RET>**

Print Patients: (A=Alphabetically
R=Room-Bed) R//

Select LIST Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

The total quantities of supplemental feedings may be printed for each ward, including time period, if the Site Parameter is set for printing ingredients on ward lists.

Discussion:

Enter S or W as shown.

Select one Supplemental Feeding Site or ALL. Enter ?? <RET> to get listing of Feeding Sites.

Take default by pressing <RET> to print report by Room-Bed or A for alphabetical order of patients' names.

Enter the proper printer designation. (If only <RET> is pressed as shown, the information will show only on the screen. A delay of 10-25 seconds is normal.)

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1

Ward: NEW 3 NORTH

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
	NUTRITION,P	0000	DB 1800 LS		03-23*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
	MAS,TEN	1171	F/L		03-15*
10AM	1 APPLESAUCE/SPOON; 1 ICE CREAM/SPOON				
312-01	NUTRITION,P1	0001	ANTI	*NURSE	03-10*
10AM	1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
2PM	1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
8PM	1 SANDWICH DB HALF				
312-02	NUTRITION,P2	0002	DB 1800 LS		04-26
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 2

Ward: NEW 3 NORTH

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
312-03	TEST,ADMIT	0000	DB 1800 LS		03-22*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
314-01	NUTRITION,P	0001	DB 1800 LS	*NURSE	03-22*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
314-02	TEST,TSIX	0003	ANTI		03-10*
10AM	1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
2PM	1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
8PM	1 SANDWICH DB HALF				
315-01	LOLLI,POP	8901	DB 1800 LS		04-26
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

W A R D S U P P L E M E N T A L F E E D I N G L I S T

Page 3

Ward: NEW 3 NORTH

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
316-01	ADMIT, ONE 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0000	DB1900 ADA		03-15*
316-04	NUTRITION, P 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0001	DB1800 ADA		03-10*

NEW 3 NORTH INGREDIENT LIST FOR 3-May-95

--- 10 AM ---	--- 2 PM ---	--- 8 PM ---
2 MILK, SKIM	2 CRAX PEANUT BUTTER	7 MILK, SKIM
1 ICE CREAM/SPOON	2 JUICE, ORANGE 4OZ	7 CRAX, GRAHAM, PKG
1 APPLESAUCE/SPOON		2 SANDWICH DB HALF
4 CRAX PEANUT BUTTER		
2 CEREAL II/BOWL/SPOON		

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: WP Print Weekly Menu (132 Column Compressed) [FHPRC7]

This option displays a Weekly Menu for any specified production diet or all production diets. The order of the production diets, when "ALL" is selected, is determined by the print order specified in Enter/Edit Production Diets (PE). This report requires 132-column paper and a printing device that is capable of producing compressed print. One production diet is printed per page; however, if a production diet such as the regular diet contains numerous recipe names, the production diet will continue on a second page.

Recipe names will print in the orders specified by the Meal Print Order for the Recipe Category (CE). The recipe names are printed in alphabetical order within the same recipe category.

This report is useful for verifying the accuracy of the menus and for menu revisions. In facilities that display menus in long term care areas or in dining rooms, the weekly menu can be posted to inform patients of the current meals. This report will not be a usable document unless an entire week of menus has been entered into Enter/Edit Meals (ME). If the weekly menu is printed prior to entering an entire week of menus, inappropriate data will appear on the report.

Prompt/User Entry:

Select PRODUCTION DIET (or ALL):
REGULAR <RET>

Select SUNDAY Date: **3/5 <RET>** (MAR
05, 1995)

Select LIST Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80// **132**
<RET>

Discussion:

Enter Production Diet name or ALL. Enter ?? <RET> for listing of diets.

Enter Sunday's date for the week requested.

Enter printer device OR press <RET> and enter 132 as shown, and report will wrap on screen -- aligned.

Menu: AD Dietetic Administration... [FHMGRA]

Submenu: PR Production Reports... [FHADM]

Option: WR Print Weekly Menu Blocks (132 Column Compressed) [FHPRC12]

This option displays a weekly menu for any Recipe Category of any specified Production Diet or all Production Diets. It will print all recipe names in the order specified by the meal print order for the Recipe Category.

This report requires 132 column paper and a printing device that is capable of producing compressed print.

Prompt/User Entry:

Select RECIPE CATEGORY: **ENTREE**
<RET>

Select PRODUCTION DIET (or ALL):
REGULAR <RET>

Enter SUNDAY Date: **3/5** <RET> (MAR
05, 1995)

Select LIST Printer: HOME// <RET>
PC ETHER NET RIGHT MARGIN: 80// **132**
<RET>

Discussion:

Enter one Recipe Category name.
Enter ?? <RET> at this prompt or
any prompt below for help.

Enter a Production Diet or ALL.

Enter a Sunday's date for the week
requested.

Enter printer device OR press
<RET> and enter 132 as shown, and
report will wrap on screen --
aligned.

CLINICAL MANAGEMENT

CD Clinical Dietetics ...

DC Dietetic Consults ...

- AC Review Active Consults
- CC Clear/Cancel/Reassign a Consult
- IN Consult Inquiry
- OC Order Consult

DR Dietetic Lists/Reports ...

- BL Birthday List
- DA Diet Activity Report/Labels
- DC Actual Diet Census
- DR Reprint Diet Labels
- EL List Early/Late Trays
- IL Isolation/Precaution Patient List
- LA Run SF Labels/Consolid Ingrid List
- NL NPO/Pass List
- PE List Patient Events
- SL Print Standing Order Labels
- SO Tabulate Standing Orders
- SP Consolidate Standing Orders
- TR Tubefeeding Reports/Labels ...
 - TF Preparation/Delivery of Tubefeeds
 - TL Print Tubefeeding Labels
 - TP Tubefeeding Preparation
 - TX Tubefeeding Pull Lists
- TT Tray Tickets ...
 - HP History of Diet Patterns
 - LD List Inpats With No/prev Patterns
 - PD Print Diet Cards
 - PT Print Tray Tickets
- WD Ward Diet Order List
- WL Ward Supplemental Feeding Lists
- WP Print Bulk Feedings/Cost Report

EA Energy/Nutrient Analysis ...

- AA Abbreviated Analysis
- AN Print Analysis (32 Nutrients)
- MD Input Menu Data
- NI Print Nutrient Intake Study (10 Nutrients)
- PM View/Print Menu
- VM View Meal

FP Food Preferences ...

- DP Display Patient Preferences
- EP Enter/Edit Patient Preferences
- TP Tabulate Patient Meal Preferences

LE List Encounters

NM Nutrition Patient Management ...

- DA Display Assessment
- EA Enter Assessment
- EE Enter/Edit Encounter
- ES Enter Patient Nutrition Status
- LE List Encounters
- LL List Inpats By Nutrition Status Level
- PE Patient Encounter Inquiry
- PH Print Pat's Nutrition Status History
- PP Print Nutrition Profile
- PS Print Screening Report

PE List Patient Events

PM Patient Movements

SF Supplemental Feedings ...

- IN Supplemental Feeding Inquiry
- LA Run SF Labels/Consolid Ingrid List
- SF Change Patient Supplemental Feedings
- SH History of Supplemental Feedings
- WL Ward Supplemental Feeding Lists
- WP Print Bulk Feedings/Cost Report
- WR Review Bulk Ward Feedings

SO Standing Orders ...

- IN Standing Order Inquiry
- SC Consolidate Standing Orders
- SE Enter/Edit Standing Orders
- SL Print Standing Order Labels
- TS Tabulate Standing Orders

TF Tickler File ...

- CL Clear Tickler File Entries
- DI Display Tickler File
- EN Enter Tickler File Item

DO Diet Orders ...

- EP Enter/Edit Patient Diet Pattern
- OA Enter Additional Order
- OD Order Diet
- OE Order Early/Late Tray
- ON NPO/Hold Tray
- OT Order Tubefeeding
- PA Enter/Edit Patient Reaction Data
- PF Enter/Edit Patient Preferences
- PH Review Diet Orders
- PI Enter/Cancel Isolation/Precautions
- PP Patient Profile
- XE Cancel Early/Late Tray
- XN Cancel NPO/Withhold Order
- XT Cancel Tubefeeding Order

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DC Dietetic Consults... [FHORCM]
Suboption: AC Review Active Consults [FHORC2]

Dietitians and supervisory dietitians may check daily workloads by using this option. The result is a screen display or hard copy of all active consults for a specified dietitian. Each consult is listed in chronological order by the date and time ordered, the brief name of the consult, the patient identification and the responsible dietitian.

Prompt/User Entry:

Select CLINICIAN (or ALL): **ALL <RET>**

Select LIST PRINTER: HOME// **<RET>**
 HYPER SPACE RIGHT MARGIN: 80//
<RET>

Discussion:

Enter ?? <RET> to see listing of Clinicians. Choose one Clinician or ALL.

Enter printer device OR press <RET> for display to show on screen.

A C T I V E C O N S U L T S					
Date/Time Ordered	Request	ID#	Patient	Clinician	
16-Mar-95 10:58am	WT RED/DB	0000	NUTRITION, P	AAAA, AAA	
15-Nov-94 3:17pm	OTHER	0000	NUTRITION, P	DDD, DDD	
18-Jan-94 11:43am	FOOD PREF	0003	TEST, NEW	ZZZZ, ZZZ	
30-Nov-94 3:47pm	TEACH	0002	TEST, P	YYYY, YY	
16-Mar-95 10:58am	BULIMIA	0001	NUTRITION, P1	YYYY, YY	
30-Apr-91 8:11am	DR/EVAL	0000	NUTRITION, P	MMMM, MM	
30-Apr-91 9:58am	TEACH	0000	NUTRITION, P	DIET, DIET	

Menu: CM Clinical Management... [FHMGRM]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: DC Dietetic Consults... [FHORCM]

Suboption: CC Clear/Cancel/Reassign a Consult [FHORC4]

All consults remain on the Review Active Consults (AC) list until the responsible dietitian disposes it.

After dietitian selection, all active consults for that user are displayed including consult type, comment, and date ordered. Each consult must be cleared properly so that resulting reports accurately reflect workload.

Prompt/User Entry:

Select CLINICIAN: **ZZZZZ,ZZZ <RET>**

NUTRITION,P Admitted: 24-May-94
12:10pm Ward: NEW 2 WEST

Consult: ACCESS CALORIE LEVEL-WT
RED/DIAB DIETS
Comment: TEST
Status: ACTIVE
Ordered: 16-Mar-95 10:58am
Clinician: ZZZZZ,ZZZ

Disposition (C=Complete, X=Cancelled,
R=Reassign, RETURN to bypass): **C**
<RET>
Initial or Follow-up (I/F)? **F <RET>**
... done

DATE/TIME OF ENCOUNTER: TODAY//
<RET> (APR 21, 1995)
CLINICIAN: DIET,DIET// **ZZZZZ,ZZZ**
<RET>

ENCOUNTER TYPE: **INSTR-WEIGHT <RET>**
EVENT LOCATION: **1 EAST <RET>**
INITIAL/FOLLOWUP: **F <RET>** FOLLOWUP
TIME UNITS: 15// **<RET>**
GROUP/INDIVIDUAL: **I <RET>** INDIVIDUAL
EVENT COMMENT: **DONE <RET>**
Select PATIENT: **NUTRITION,P**
<RET> 01-12-41 000000000
COLLATERAL
COLLATERALS: **2 <RET>**

Discussion:

Enter name of Clinician.

Complete. Credit is given in the form of time units.

Canceled. Cannot be completed because the patient was discharged or expired. No record is kept.

Reassign. May be assigned or forwarded to another user. The new dietitian will receive a new message through Mailman, e.g., in the event of an absent staff member.

PATIENT COMMENT: **DONE <RET>**
GROUP SIZE: 3// **<RET>**

CC Clear/Cancel/Reassign a Consult

Select CLINICIAN: **ZZZZZ**

- 1 YYY, YY
- 2 XXXX, XX
- 3 WWW, W
- 4 ZZZZZ,ZZZ

CHOOSE 1-4: 1

NUTRITION,P1 Admitted: 14-Dec-90 10:16am Ward: NEW 1 EAST

Consult: DIET INSTRUCTION: PATIENT OR FAMILY

Comment: TEST 1 2 3

Status: ACTIVE

Ordered: 30-Nov-94 3:47pm Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): C
Initial or Follow-up (I/F)? I ... done

DATE/TIME OF ENCOUNTER: TODAY// (MAR 22, 1995)

CLINICIAN: ZZZZ, ZZ//

ENCOUNTER TYPE: ?

Answer with ENCOUNTER TYPES NAME

Choose from:

- CLASS: WT REDUCTION
- COMMUNITY
- FOOD-DRUG INSTRUCTION
- INSTR-WEIGHT
- INSTR: RENAL
- INSTRUCTION - CHOL
- INSTRUCTION - DIABETIC

ENCOUNTER TYPE: INSTR

- 1 INSTR-WEIGHT
- 2 INSTR: RENAL
- 3 INSTRUCTION - CHOL
- 4 INSTRUCTION - DIABETIC

CHOOSE 1-4: 4

EVENT LOCATION: ?

Answer with HOSPITAL LOCATION NAME

Choose from:

- 1 EAST
- 2 WEST
- 3 NORTH
- 4 SOUTH

EVENT LOCATION: 2 WEST

INITIAL/FOLLOWUP: F FOLLOWUP

TIME UNITS: 30//

EVENT COMMENT: XXXXXX

Select PATIENT: NUTRITION,P1 11-11-37 000000000 COLLATERAL

COLLATERALS: 2

PATIENT COMMENT: XXXXX

Select PATIENT: TEST,A 10-12-86 000000001 COLLATERAL

COLLATERALS: 1

PATIENT COMMENT:

Select PATIENT:

GROUP SIZE: 5//

NUTRITION,P3 Admitted: 28-Jul-94 10:33am Ward: NEW 1 EAST

Consult: BULIMIA DISORDER TREATMENT

Comment: XXXXX

Status: ACTIVE

Ordered: 16-Mar-95 10:58am

Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): X ...
done

DATE/TIME OF ENCOUNTER: TODAY// (MAR 22, 1995)

CLINICIAN: ACKERT,NANCY//

ENCOUNTER TYPE: INSTRUCTION - DIABETIC// INST

1 INSTR-WEIGHT

2 INSTR: RENAL

3 INSTRUCTION - CHOL

4 INSTRUCTION - DIABETIC

CHOOSE 1-4: 1

EVENT LOCATION: 2 WEST// 1 EAST

INITIAL/FOLLOWUP: F FOLLOWUP

TIME UNITS: 15//

GROUP/INDIVIDUAL: I INDIVIDUAL

EVENT COMMENT:

Select PATIENT: NUTRITION,P3 12-01-47 000000003 COLLATERAL

COLLATERALS: 1

PATIENT COMMENT:

GROUP SIZE: 2//

TEST,M

Admitted: 28-Oct-92 3:54pm

Ward: NEW 4 SOUTH

Consult: ANOREXIA DISORDER TREATMENT

Comment: First session.

Status: ACTIVE

Ordered: 22-Mar-95 11:23am

Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass):

TEST,N

Admitted: 14-Jun-93 3:38pm

Ward: NEW 4 SOUTH

Consult: NURSING HOME PLACEMENT/VNA REFERRAL

Comment: COMMENTS

Status: ACTIVE

Ordered: 22-Mar-95 11:25am

Clinician: ZZZZ, ZZ

Disposition (C=Complete, X=Cancelled, R=Reassign, RETURN to bypass): R

REASSIGN to Clinician: DIET,DIET ... done

Select CLINICIAN:

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: DC Dietetic Consults... [FHORCM]

Suboption: IN Consult Inquiry [FHORC3]

This option permits checking all consults by patient's name. All admissions are displayed by date. Upon selection of an admission, all consults are displayed including consult type and comment.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION,P <RET>**

01-12-41

000000000

COLLATERAL

Choose from:

1	12-11-1990 @ 08:54:15
541	05-24-1994 @ 12:10:09

Select ADMISSION: **541 <RET>**

Choose from:

1	11-15-1994 @ 15:17:53
2	11-30-1994 @ 15:32:59
3	03-16-1995 @ 10:58:22

Select CONSULTATION DATE/TIME ENTERED: **1 <RET>**

NUTRITION,P Admitted: 24-May-94 12:10pm Ward: NEW 2 WEST

Consult: OTHER

Comment: BULIMIA TREATMENT II

Status: ACTIVE

Ordered: 15-Nov-94 3:17pm

Clinician: DDD,DDD

Order Entered: CCCC, CC

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: DC Dietetic Consults... [FHORCM]

Suboption: OC Order Consult [FHORC1]

This is a simple way to send a message about a particular patient to the responsible dietitian. All entries into the Consult File will be displayed as choices. This option appears in this program for ward personnel. For Dietetic employees, it will be included in the Dietetic Consults (DC) program.

Prompt/User Entry:

Select Patient (Name or SSN):

NUTRITION,P <RET> 07-21-55
000000000 COLLATERAL

FOOD PREFERENCES OR EATING PROBLEMS
DIET INSTRUCTION: PATIENT OR FAMILY
RECOMMEND DIET, SUPPLEMENT OR TUBEFEEDING
NUTRITIONAL ASSESSMENT OR CONSULT
NUTRIENT INTAKE STUDY (CAL COUNT)
OTHER
NURSING HOME PLACEMENT/VNA REFERRAL
EVALUATE FOR DINING ROOM
ACCESS CALORIE LEVEL-WT RED/DIAB DIETS
CONSULT RENAL DIETITIAN
BULIMIA DISORDER TREATMENT
ANOREXIA DISORDER TREATMENT
NEW2
NEW3

Select DIETETIC CONSULTS NAME: **NURSING**
HOME PLACEMENT/VNA REF <RET>

Comment: **Patient needs 24 hour care**
<RET>

Ok to Enter Request? Y// **<RET>**

OR

Ok to Enter Request? Y// **No <RET>**

Consult entry is TERMINATED - No request entered!

Discussion:

A list of Dietetic Consults Names will appear after a Patient's Name is selected at the first prompt.

If user enters No

OC Order Consult

Select Patient (Name or SSN): TEST,M
COLLATERAL

11-19-80

000000000

FOOD PREFERENCES OR EATING PROBLEMS
DIET INSTRUCTION: PATIENT OR FAMILY
RECOMMEND DIET, SUPPLEMENT OR TUBEFEEDING
NUTRITIONAL ASSESSMENT OR CONSULT
NUTRIENT INTAKE STUDY (CAL COUNT)
OTHER
NURSING HOME PLACEMENT/VNA REFERRAL
EVALUATE FOR DINING ROOM
ACCESS CALORIE LEVEL-WT RED/DIAB DIETS
CONSULT RENAL DIETITIAN
BULIMIA DISORDER TREATMENT
ANOREXIA DISORDER TREATMENT

Select DIETETIC CONSULTS NAME: ANOREXIA DISORDER TREATMENT
Comment: First session.
Ok to Enter Request? Y//

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: BL Birthday List... [FHBIR]

This list provides the patients' names, locations, and birthdays. The birthday may be requested by specific date.

Prompt/User Entry:

Discussion:

Select COMMUNICATION OFFICE (or ALL):
?? <RET>

Enter Communication Office. Enter
?? <RET> for help.

Choose from:
COM OFFICE 2
COMMUNICATION OFFICE

Select COMMUNICATION OFFICE (or ALL):
ALL <RET>

Birthday DATE: **T-1 <RET>** (FEB 24,
1995)

Enter date as shown, or you may
enter date as April 25.

Select LIST Printer: HOME// **<RET>**
HYPER SPACE RIGHT MARGIN: 80//
<RET>

Enter printer device.

15-Mar-95 8:55am

B I R T H D A Y L I S T

Page 1

24-Feb

Name	Ward	Room	Birthday
NUTRITION, P	NEW 1 EAST		24-Feb-47
NUTRITION, P2	NEW 3 NORTH	313-01	24-Feb-35

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: DA Diet Activity Report/Labels (132 Column) [FHORD13]

Diet Activity Report has been redesigned and is now event driven. The report contains all additional orders, tube feedings as well as all diet order activity. It can now be back dated and all data will be reproduced, no data is lost.

List Format

The list format will print all changes occurring since the last time it was run, or from any date/time entered. It contains old and new ward/room/bed information old and new diet information, admissions, discharges, isolation information, NPOs or hold trays, flags for existing supplemental feedings or standing orders, and type of service information. Previously stored allergies and preferences will appear upon a patient re admission.

Prompt/User Entry:

Select COMMUNICATION OFFICE: **COM**
OFFICE 2 <RET>

Do you want labels? N// **<RET>**

Changes since Date/Time: 21-Dec-94
12:15pm // **<RET>**

Select LIST Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Discussion:

Enter Communication Office.

N (no) will print the list format. Y (yes) will print labels.

A <RET> will cause the printing of all changes occurring since the last run. Another Date/Time may be entered. Standard DHCP Date/Time notation applies.

Enter printer device OR <RET> as shown and report will show on screen.

D I E T A C T I V I T Y R E P O R T

Page 1

21-Dec-94 12:15pm - 16-Mar-95 10:49am

Ward-Room	Patient	ID#	Sup/Std	Service
NEW 2 WEST 207-04	TEST,A	0000	SF SO	T

Diet: CLEAR LIQUID
 Old: NO ORDER
 SO: 3 LADY FINGERS (B)
 SO: 1 COKE (B)
 SO: 1 PEPSI (N)
 SO: 2 PEANUT BUTTER COOKIES (E)

NEW 2 WEST	NUTRITION,P	0000	SF SO	T
------------	-------------	------	-------	---

Diet: CLEAR LIQUID
 Old: FULL LIQUID
 AO: APPLE
 SO: 3 LADY FINGERS (B)
 SO: 1 COKE (B)
 SO: 1 PEPSI (N)
 SO: 2 PEANUT BUTTER COOKIES (E)
 SO: 2 FRENCH TOAST (B) Canceled
 SO: 1 FRUIT PUNCH (NATURAL) (B) Canceled
 SO: 3 BEEF BLENDER (N) Canceled
 SO: 1 CORN BEEF (E)

NEW 4 SOUTH 410-02	NEW,ADMISSION	0000		T
--------------------	---------------	------	--	---

Admit to NEW 4 SOUTH 410-02
 Diet: FULL LIQUID

NEW 4 SOUTH 412-01	TEST,M	0000	SF SO	T
--------------------	--------	------	-------	---

Discharge from NEW 4 SOUTH 412-01
 Admit to NEW 4 SOUTH 412-01
 Discharge from NEW 4 SOUTH 410-02
 Admit to NEW 4 SOUTH 412-01
 Diet: REGULAR
 Old: REGULAR
 TF: 1 POWDER CITROEN
 SO: 1 APPLE (B) Canceled
 SO: 2 POTATO PANCAKE (B) Canceled
 SO: 3 PEANUTS (B) Canceled
 SO: 1 APPLE (N) Canceled

Select Dietetic Lists/Reports Option: DA Diet Activity Report/Labels

Select COMMUNICATION OFFICE: COMMUNICATION OFFICE
 Do you want labels? N// Y

Changes since Date/Time: 22-Sep-94 4:11pm //

Select LABEL Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

 * *
 * 16-Mar-95 10:50am *
 * *

TEST,P

NEW 2 WEST

0000	T	207-02
REGULAR		
TEST, A		NEW 2 WEST
0000 *	T	207-04
CLEAR LIQUID		
NUTRITION, P		NEW 2 WEST
0000	T-CN	
CLEAR LIQUID		
NEW, ADMISSION		NEW 4 SOUTH
0000 *	T	410-02
FULL LIQUID		
TEST, N		NEW 4 SOUTH
0000	T	410-04
2 GM SODIUM, 2 GM POTT		
DIET, TWO		NEW 4 SOUTH
0000	T-PN	410-01
RADIATION II		
TEST, M		NEW 4 SOUTH
0000 *	T	412-01
REGULAR		

Diet Card Label Format

Use the Diet Activity Report/Labels (DA) option to print labels for diet cards. The printed label contains the patient's name, current ward/room location, 4-digit Social Security Number (SSN) identifying code, the current diet in its abbreviated form, the T, C, or D designating tray, cafeteria or dining room, and isolation information.

Relationship Between Report and Label Formats

There is a close relationship between the list format and label format. The list format contains the information included on labels with the addition of interward transfers, bed changes, and the letters SF when a supplemental feeding exists for a patient. The SF will appear with discharge orders if the SF was in effect. The labels will contain only the new location. If both outputs are used, the sequence of printing may affect information given.

If labels are printed, it is recommended that the list format also be run.

Printing Sequence

Always run the list format first (answer No to "Do you want labels"); then run labels immediately afterward (answer Yes to "Do you want labels"). The default date/time in the prompt "Changes since..." will enable the user to list all the changes since the default. The user can go back in time and list from a past date/time and list all the changes from that time. The default date/time will be the date/time the user has last run the report. Even when you run backdate/time the default date/time for the next run would be the last time the report has been run and not the date/time of the change.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: DC Actual Diet Census [FHORD11]

This routine counts all diet orders in existence at the time this report is requested. Each patient's diet order, regardless of the number of modifications, is tallied only once according to the lowest tally order production diet. Production diets and tally orders are explained more fully in the Production Management chapter (XP). It counts by production diet and tally order and lists by print order.

Actual Diet Census can be generated for separate or ALL Service Points. If ALL is selected an actual census for each service point as well as a consolidated list will be generated. Quantities are listed for each production diet and separated by service type: Tray, Cafeteria or Dining Room, with a grand total. If no quantities exist, the production diet does not appear on the report.

The Percent Column lists the percentage of each production diet at the specified service point. These figures are helpful in determining and updating the Production Diet Percentages (PP) Table.

When Actual Diet Census is run today (T) and also run T+1, the numbers generated may not be the same even though they were run on the same day within minutes of each other. The difference results from the program looking ahead to the designated day for time limited diet orders, and tallying them accordingly. Example: Patient (Mr. X) is on NPO today with an expiration date for tomorrow and a Diet Order of Regular. When actual census is run today, Mr. X is tallied as Not Eating but the census run T+1 will tally Mr. X as a regular production diet.

Prompt/User Entry:

Select PRODUCTION FACILITY: **M <RET>**
MAIN KITCHEN

Effective Date/Time: **T <RET>** (MAR
08, 1995)

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **132**
<RET>

Discussion:

User will see this prompt if there is more than one Production Facility. Enter ?? <RET> to get listing of facilities, then select facility.

Enter T, N, or a future date (cannot be a day in the past).

Enter printer device OR press <RET> and enter 132 as shown, so that printout will wrap on screen -- aligned.

This report prints one page for each service point and a consolidated census. The report displays production diets but does not include other gratuitous or paid meals. The modifications (previously known as minor modifications) are also shown.

8-Mar-95 10:41am

A C T U A L D I E T C E N S U S

MAIN KITCHEN

Wednesday 8-Mar-95

P R O D U C T I O N D I E T S

	B217	B228	DR200	T200	Tray	Cafe	Total
REGULAR	15	123	17	49	187	17	204
HPHC	4		5	9		9	
HIGH FIBER	2		1	3		3	
MODERATE SODIUM (87 -130)	10	7	1	16	33	1	34
CHOLESTEROL RESTRICTED		6	1	2	8	1	9
87/CHOL	1	8	2	17	26	2	28
87/CHOL/MECH 1 1 1							
CARDIAC (87NA, LOCHOL, HIFIBER)	1		2	27	28	2	30
DIABETIC/LO CAL	16	14	1	23	53	1	54
87/DIAB	9	2	2	13	24	2	26
CHOL/DIAB	2	1			3		3
DIAB/MECH	5			1	6		6
87/DIAB/MECH	1				1		1
87/DIAB/HF	1				1		1
87/CHOL/DIAB	2		4	8	10	4	14
DIAL/DIAB	1		1	5	6	1	7
LOW PROTEIN	2			5	7		7
DIALYSIS/LOW NA (43-22)	2	1	1	6	9	1	10
ASPIRATION RISK REDUCTION	8			1	9		9
GERIATRIC/ECC	34				34		34
MECHANICAL/DYSPHAGIA	15	2		14	31		31
87/MECH-DYS	1	1		5	7		7
MODIFIED BLAND				3	3		3
87/MOD BLAND		1			1		1
GROUND MODIFIED BLAND	7	2		2	11		11
PUREED	22			14	36		36
FULL LIQUID		1		4	5		5
CLEAR LIQUID	1			5	6		6
SELECT-REGULAR	25			32	57		57
SELECT-ECC	38				38		38
SELECT-DIABETIC	16			2	18		18
ECC-DIABETIC	2				2		2
N P O	3			31	34		34
P A S S							0
TF Only	24			20	44		44
No Order	1	1		7	9		9
TOTAL MEALS	264	176	32	320	760	32	792

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: DR Reprint Diet Labels [FHORD14]

This option will reprint a diet card label for an individual patient or for all patients on a specified ward.

Prompt/User Entry:

Reprint by COMMUNICATION OFFICE,
PATIENT or WARD? PATIENT// **<RET>**

Select Patient (Name or SSN):
NUTRITION,P <RET> 01-12-41
000000000 COLLATERAL

Reprint by COMMUNICATION OFFICE,
PATIENT, or WARD? PATIENT// **WARD**
<RET>

Select WARD: ?? **<RET>**

Choose from:
NEW 1 EAST
NEW 2 WEST
NEW 3 NORTH
NEW 4 SOUTH
NEW 5 CENTRAL

Select WARD: **NEW 5 CENTRAL <RET>**

Select LABEL Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Discussion:

Select Communication Office,
Patient or Ward. You only need to
press <RET> if Patient is selected
(default).

Enter ?? <RET> to see a list of
patients.

OR

choose Ward, as shown.

Enter printer device or press <RET>
as shown.

DR Reprint Diet Labels

R E P R I N T D I E T L A B E L S

Reprint by COMMUNICATION OFFICE, PATIENT, or WARD? PATIENT// **C <RET>**

Select COMMUNICATION OFFICE: **COM OFFICE 2 <RET>**

Select LABEL Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80//

NUTRITION, P NEW 1 EAST
0000 T-CN

CLEAR LIQUID

NUTRITION, P1 NEW 1 EAST
0001 T 101-01

250mg SODIUM, CHOLESTEROL

NUTRITION, P2 NEW 1 EAST
0002 C 101-02

REGULAR

NUTRITION, P3 NEW 1 EAST
0003 T 101-03

NPO

NUTRITION, P4 NEW 1 EAST
0004 T 101-04

FULL LIQUID

BRAND, NEW P NEW 1 EAST
0000 T 101-05

HI PRO/CAL

NUTRITION, P5 NEW 3 NORTH
0005 T 312-01

NPO

NUTRITION, P6 NEW 3 NORTH
0006 T 312-02

2400 CAL ADA, CHOLESTEROL
HI PRO/CAL, 1800cc FLUID, ALK REGULAR

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: EL List Early/Late Trays (132 Column) [FHOREL1]

This report contains the meal, time, patient's name, SSN, location, isolation information, bagged meal information, and the current diet order. New admissions are flagged with an asterisk after the SSN. The user may select a meal or all meals for display and can request future known information. Within a given time period, the orders are sorted by time of receipt with the latest being last. Labels can also be printed.

Prompt/User Entry:

Select COMMUNICATION CENTER (or ALL):
ALL <RET>

Select Date: **4/16 <RET>** (APR 16,
1995)

Select Meal (B,N,E, or ALL): **B <RET>**

Do you want labels? N// **<RET>**

The list requires a 132 column
printer.

Select LIST Printer:: HOME// **<RET>**
HYPER SPACE RIGHT MARGIN: 80// **132**
<RET>

Discussion:

Select a Communication Center or All. User will see this prompt if there is more than one Communication Center.

T, T+1, or any standard notation.

OR

If you select a specific Communication Center, you will see:

B for Breakfast,
N for Noon,
E for Evening,
or ALL

Press <RET> (default is No) to produce a list format. Y (yes) will produce a label format.

Enter printer device OR press <RET> as shown and list will show on screen.

EL List Early/Late Trays

Select COMMUNICATION OFFICE (or ALL): **ALL <RET>**

Select Date: **7-1-93 <RET>** (JUL 01, 1993)

Select Meal (B,N,E or ALL): **ALL <RET>**

Do you want Labels? N// **Y <RET>**

Select LABEL Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80//

Breakfast 5:00A	1-Jul-93
NUTRITION,P	NEW 3 NORTH
0000 CN	313-02
CHOLESTEROL	

Breakfast 6:20A	1-Jul-93
DIET,TWO	NEW 4 SOUTH
0001 PN	410-01
CLEAR LIQUID, 3-4gm SODIUM	

Noon 11:30A	1-Jul-93
NUTRITION,P2	NEW 1 EAST
0002 CN	
REGULAR	

Evening 4:30P	1-Jul-93
TEST,M	NEW 4 SOUTH
0000	412-01
REGULAR	

Evening 4:30P	1-Jul-93
DIET,TWO	NEW 4 SOUTH
0001 PN	410-01
CLEAR LIQUID, 3-4gm SODIUM	

Evening 5:00P	1-Jul-93
ADMIT,TWO	NEW 1 EAST
0000	
PUREE, IODINE FREE	

Evening 5:00P	1-Jul-93
BRAND,NEW P	NEW 1 EAST
0000	101-05
IODINE FREE	

Evening 5:00P	1-Jul-93
NUTRITION,P	NEW 1 EAST
0000	101-04

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: IL Isolation/Precaution Patient List (80 Column) [FHORD41]

This report lists all patients currently on isolation. It includes the current diet, type of dishes, and who delivers the tray.

Prompt/User Entry:

Select LIST Printer: HOME// <RET>
 HYPER SPACE RIGHT MARGIN: 80//
 <RET>

Discussion:

Enter printer device OR <RET> for report to show on screen.

I S O L A T I O N / P R E C A U T I O N S					
Page 1					
15-Mar-95 9:09am					
WARD	ROOM	PATIENT	ID#	PLATE	DELIVERY
NEW 1 EAST		NUTRITION,P	0000	China	Nurse
Diet: CLEAR LIQUID (T)					
NEW 1 EAST		NUTRITION,P1	0001	China	Nurse
Diet: CLEAR LIQUID (T)					
NEW 1 EAST		NUTRITION,P2	0002	China	Food Svc
Diet: NO ORDER					
NEW 2 WEST		NUTRITION,P3	0003	China	Nurse
Diet: REGULAR (T)					
NEW 3 NORTH	312-01	NUTRITION,P4	0004	China	Nurse
Diet: NPO					
NEW 3 NORTH	313-02	NUTRITION,P5	0005	China	Nurse
Diet: RADIATION II, CHOLESTEROL (T)					
NEW 3 NORTH	314-01	NUTRITION,P6	0006	China	Food Svc
Diet: REGULAR (T)					
NEW 3 NORTH	316-01	ADMIT,ONE	0000	China	Food Svc
Diet: 3-4gm SODIUM (T)					
NEW 4 SOUTH	410-01	DIET,TWO	0000	Paper	Nurse
Diet: RADIATION II (T)					

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: LA Run SF Labels/Consolid Ingreed List [FHNO2]

Labels may be printed with an ingredient list, or an ingredient list alone may be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gummed labels produced are placed on bags, sandwiches and other items to identify the patient and food items. Labels provide patient name, location, items, quantity to be delivered and time period. No labels will be printed for an NPO patient if this version is running and the Site Parameter (SP) response to suspension of nourishments is "Yes".

Three time periods are available to run labels (i.e., 10:00 a.m., 2:00 p.m. and 8:00 p.m.). A facility may choose one time period or all time periods. Time periods chosen to run labels can be divided into multiple service points (there must be at least one service point). A service point is an intermediate distribution point between the production area and the patient.

Labels may be aligned in the printer before initiating the program or at the moment designated by the program. It is helpful to mark the printer housing with some type of alignment markings. Several label runs may be required to establish the correct location for these marks.

If the patient is on an isolation procedure that Nursing delivers, "NURSE" will be printed on the label.

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE:
SUPPLEMENTAL FEEDINGS <RET>

Select Supplemental Feeding Time
(10,2,8, ALL): **10 <RET>**

Do you want Ingredient list only?
N// **<RET>**

Place Labels in Printer

Discussion:

Enter S or W as shown.

Select a Supplemental Feeding Site. Enter ?? <RET> to get a listing of feeding sites or to get help at any of the prompts.

No will print labels with ingredient list at the end.

Labels may be printed on paper,
instead of labels.

Select LABEL Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Enter printer device OR press
<RET> for labels to show on
screen.
OR if W is entered in the first
prompt:

Select Dietetic List/Reports Option:
LA <RET> Run SF Labels/Consolid
Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **W <RET>**

Select WARD: **10E <RET>**

Select Supplemental Feeding Time
(10,2,8,ALL): **ALL <RET>**

Do you want Ingredient list only?
N// **Y <RET>**

Consolidated List only? Y// **<RET>**

Y will print a consolidated list of
ingredients, summed for the
ward.

N will print a list for the selected
time or three lists for all the times.

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter the proper printer
designation OR press **<RET>** and
the labels will show only on the
screen. A delay of 10-25 seconds is
normal.

**** CONSOLIDATED ****
**** INGREDIENTS LIST ****
10 EAST
15-Mar-95 ALL

CRAX, GRAHAM, PKG 2
MILK, SKIM 5

**** PATIENTS = 2 ****

LA Run SF Labels/Consolid Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE: **SUPPLEMENTAL FEEDINGS** <RET>
 Select Supplemental Feeding Time (10,2,8,ALL): **ALL** <RET>
 Do you want Ingredient list only? N// **Y** <RET>
 Consolidated List only? Y// <RET>
 Select LIST Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80//

**** CONSOLIDATED ****
 **** INGREDIENTS LIST ****
 SUPPLEMENTAL FEEDINGS
 15-Mar-95 ALL

APPLESAUCE/SPOON	3
BANANA	1
CEREAL I/BOWL/SPOON	6
CRAX, GRAHAM, PKG	2
CUSTARD/SPOON	1
DESSERT OF THE DAY	10
FRUIT,FRESH	2
ICE CREAM/SPOON	2
MILK, SKIM	5
MILK,2%	5
SANDWICH DB HALF	1
SANDWICH DB II	1

**** PATIENTS = 11 ****

Select Production Reports Option: LA Run SF Labels/Consolid Ingred List
 Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S
 Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS
 Select Supplemental Feeding Time (10,2,8,ALL): ALL
 Do you want Ingredient list only? N// Y
 Consolidated List only? Y// N
 Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

***** INGREDIENTS LIST *****

SUPPLEMENTAL FEEDINGS

15-Mar-95 10 AM

APPLESAUCE/SPOON	2
BANANA	1
CEREAL I/BOWL/SPOON	6
ICE CREAM/SPOON	2
MILK, SKIM	1
MILK, 2%	5

***** PATIENTS = 8 *****

***** INGREDIENTS LIST *****

SUPPLEMENTAL FEEDINGS

15-Mar-95 2 PM

APPLESAUCE/SPOON	1
DESSERT OF THE DAY	5
FRUIT, FRESH	2
SANDWICH DB II	1

***** PATIENTS = 6 *****

***** INGREDIENTS LIST *****

SUPPLEMENTAL FEEDINGS

15-Mar-95 8 PM

CRAX, GRAHAM, PKG	2
CUSTARD/SPOON	1
DESSERT OF THE DAY	5
MILK, SKIM	4
SANDWICH DB HALF	1

***** PATIENTS = 9 *****

Select Production Reports Option: LA Run SF Labels/Consolid Ingrid List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL

Do you want Ingredient list only? N//

Place Labels in Printer

Select LABEL Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

NUTRITION,P NEW 1 EAST/101-04
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON
1 ICE CREAM/SPOON

NUTRITION,P1 NEW 1 EAST/103-01
0001 15-Mar-95 10 AM
1 BANANA
1 CEREAL I/BOWL/SPOON
1 MILK, SKIM

NUTRITION,P2 NEW 1 EAST/
0002 *NURSE 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

ADMIT,TWO NEW 1 EAST/
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON
1 ICE CREAM/SPOON

NHCU,FINAL NEW 1 EAST/
0000 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

NHCU,F NEW 1 EAST/
0000 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

NUTRITION,P NEW 1 EAST/
0001 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK,2%

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: NL NPO/Pass List (132 Column) [FHORD5]

This report contains location, patient's name, SSN, effective and expiration dates, and the type of order for all patients currently on NPO or pass. There is also a column headed ">3" where an asterisk appears opposite an order which is more than three days old.

When the withhold order is canceled or the expiration date has passed, the previous diet will appear on the Diet Activity Report (DA).

The list may be sorted by date and time.

Prompt/User Entry:

Select COMMUNICATION OFFICE (or ALL):
ALL <RET>

Sort by WARD or DATE/TIME? WARD//
<RET>

The list requires a 132 column printer.

Select LIST Printer: HOME// **<RET>**
HYPER SPACE RIGHT MARGIN: 80// **132**
<RET>

Discussion:

Select a Communication Office or ALL.
Enter ?? <RET> for listing of
Communication Offices.

If your selection is Ward, only enter
<RET> here //. Otherwise, you must
enter Date/Time.

Enter printer instructions OR press
<RET> and enter 132 as shown for list
to only show on screen.

N P O / P A S S L I S T						Page 1
15-Mar-95 9:09am						
WARD/ROOM	PATIENT	ID#	EFFECTIVE DATE	EXPIRATION DATE	>3 REASON	
NEW 1 EAST/101-03	NUTRITION,P	0000	27-Feb-95 8:41am		* NPO	
NEW 1 EAST	NO,ORDER	0001	15-Sep-93 3:18pm		* PASS	
NEW 2 WEST/207-04	TEST,AGAIN	0002	9-Dec-94 3:06pm		* NO ORDER	
NEW 3 NORTH/312-03	TEST,ADMIT	0003	14-Mar-95 11:55pm		NPO	
NEW 4 SOUTH/412-04	NUTRITION,P1	0004	10-Nov-94 4:38pm		* NO ORDER	

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: PE List Patient Events [FHORX2]

This option will list all patient dietetic events for a specified period of time.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION,P <RET>** 01-12-41 000000000
COLLATERAL

Starting Date: **4/24 <RET>** (APR 24, 1995)
Ending Date: T// **<RET>** (MAY 01, 1995)

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Dietetic Events for ADAMS,CYNTHIA

From 24-Apr-95 to 1-May-95

24-Apr-95 11:50am Diet: REGULAR (Tray)
 24-Apr-95 11:50am Std. Order: 1 APPLE (B) Canceled
 24-Apr-95 11:50am Std. Order: 2 POTATO PANCAKE (B) Canceled
 24-Apr-95 11:50am Std. Order: 3 PEANUTS (B) Canceled
 24-Apr-95 11:50am Std. Order: 1 COKE (B) Canceled
 24-Apr-95 11:50am Std. Order: 1 APPLE (N) Canceled
 24-Apr-95 11:50am Std. Order: 4 LADY FINGERS (N) Canceled
 24-Apr-95 11:50am Std. Order: 2 LEMON COOKIES (N) Canceled
 24-Apr-95 11:50am Std. Order: 1 APPLE (B)
 24-Apr-95 11:50am Std. Order: 2 POTATO PANCAKE (B)
 24-Apr-95 11:50am Std. Order: 3 PEANUTS (B)
 24-Apr-95 11:50am Std. Order: 1 COKE (B)
 24-Apr-95 11:50am Std. Order: 1 APPLE (N)
 24-Apr-95 11:50am Std. Order: 4 LADY FINGERS (N)
 24-Apr-95 11:50am Std. Order: 2 LEMON COOKIES (N)
 25-Apr-95 2:27pm Diet: NPO
 25-Apr-95 2:27pm Std. Order: 1 APPLE (B) Canceled
 25-Apr-95 2:27pm Std. Order: 2 POTATO PANCAKE (B) Canceled
 25-Apr-95 2:27pm Std. Order: 3 PEANUTS (B) Canceled
 25-Apr-95 2:27pm Std. Order: 1 COKE (B) Canceled
 25-Apr-95 2:27pm Std. Order: 1 APPLE (N) Canceled
 25-Apr-95 2:27pm Std. Order: 4 LADY FINGERS (N) Canceled
 25-Apr-95 2:27pm Std. Order: 2 LEMON COOKIES (N) Canceled
 25-Apr-95 2:28pm Diet: REGULAR (Tray)
 25-Apr-95 2:28pm Std. Order: 1 APPLE (B)
 25-Apr-95 2:28pm Std. Order: 2 POTATO PANCAKE (B)
 25-Apr-95 2:28pm Std. Order: 3 PEANUTS (B)
 25-Apr-95 2:28pm Std. Order: 1 COKE (B)
 25-Apr-95 2:28pm Std. Order: 1 APPLE (N)
 25-Apr-95 2:28pm Std. Order: 4 LADY FINGERS (N)
 25-Apr-95 2:28pm Std. Order: 2 LEMON COOKIES (N)
 25-Apr-95 2:35pm Diet: NPO
 25-Apr-95 2:35pm Std. Order: 1 APPLE (B) Canceled
 25-Apr-95 2:35pm Std. Order: 2 POTATO PANCAKE (B) Canceled
 25-Apr-95 2:35pm Std. Order: 3 PEANUTS (B) Canceled
 25-Apr-95 2:35pm Std. Order: 1 COKE (B) Canceled
 25-Apr-95 2:35pm Std. Order: 1 APPLE (N) Canceled
 25-Apr-95 2:35pm Std. Order: 4 LADY FINGERS (N) Canceled
 25-Apr-95 2:35pm Std. Order: 2 LEMON COOKIES (N) Canceled

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: SL Print Standing Order Labels [FHSP8]

This option allows the user to print labels for standing orders.

Select SERVICE POINT (or ALL):
HOSPITAL CL <RET>

Enter ?? <RET> to get listing of Service Points, then select Service Point as shown, or ALL.

Select Meal (B,N,E, or ALL): ??
<RET>
Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **E <RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>**
HYPER SPACE RIGHT MARGIN: 80//
<RET>

Enter printer instructions OR press <RET> to see report on screen.

NUTRITION, P NEW 1 EAST/
0000 1-May-95 EVEN
1 STEAK

NUTRITION, P NEW 1 EAST/
0000 1-May-95 EVEN
1 POTATO SALAD (HONEY MUSTARD)

NUTRITION, P NEW 1 EAST/
0000 1-May-95 EVEN
1 CANNED FRUIT

NUTRITION, P NEW 1 EAST/
0000 1-May-95 EVEN
1 FRUIT PUNCH (NATURAL)

NUTRITION, P1 NEW 1 EAST/
0001 1-May-95 EVEN
2 OREO COOKIES

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: SO Tabulate Standing Orders (80 Column) [FHSP5]

The purpose of this option is to print the totals of the standing orders by meal. The totals change when discharges occur.

Prompt/User Entry:

Discussion:

Select SERVICE POINT (or ALL): **ALL**
<RET>

Enter ?? <RET> to get listing of Service Points, then select Service Point as shown, or ALL.

Select Meal (B,N,E, or ALL): **??**
<RET>
 Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **N <RET>**

Select LIST Printer: HOME// **<RET>** PC
 ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press <RET> to see report on screen.

15-Mar-95 8:37am

S T A N D I N G O R D E R S

Page 1

NOON

Quantity	Order
14	APPLE
9	BEEF BLENDER
2	CANNED FRUIT
1	CHICKEN BROTH
2	CHICKEN LEG
2	CHICKEN SOUP
3	COKE
3	COLE SLAW
2	DIET PUDDING
1	DOUBLE PORTIONS
1	FRESH SALAD
1	FRUIT PUCH (ART)
1	FRUIT PUNCH (NATURAL)
5	GRILLED CHEESE
1	HEATH BAR
4	HOT CHICKEN WINGS
36	LADY FINGERS
25	LEMON COOKIES
7	OREO COOKIES
1	PEACHES

HELPFUL HINTS AND NOTES

1. The tabulated standing orders do not have patient identification or location.
2. All orders appear on one sheet. Duplicate sheets may need to be run for different preparation areas.
3. Reminder: Standing Orders are not saved after discharge.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: SP Consolidate Standing Orders [FHSP7]

This option allows user to tally on consolidated list.

Prompt/User Entry:

Select SERVICE POINT (or ALL): **ALL**
<RET>

Select Meal (B,N,E, or ALL): **N <RET>**

Consolidated List Only? Y// **?? <RET>**
Answer YES or NO

Consolidated List Only? Y// **N <RET>**

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter ?? <RET> to get listing of
Service Points, then select Service
Point or ALL as shown.

Enter B, N, E, or ALL.

Only press <RET> if answer
(default) is yes.

Enter printer instructions OR press
<RET> to see report on screen.

15-Mar-95
8:38am

S T A N D I N G O R D E R S L I S T

Page 1

HOSP T
15-Mar-95 Noon

7 APPLE
3 BEEF BLENDER
1 CANNED FRUIT
2 CHICKEN SOUP
2 COKE
1 COLE SLAW
1 DIET PUDDING
1 DOUBLE PORTIONS
1 FRUIT PUCH (ART)
1 GRILLED CHEESE
4 HOT CHICKEN WINGS
16 LADY FINGERS
9 LEMON COOKIES
1 PUDDING
2 PUDDING (NONE LACTIC)
1 PUDDING (WHOLE MILK)
1 SPINACH
1 WHALE BLUBBER

**** PATIENTS = 11 ****

15-Mar-95
8:38am

S T A N D I N G O R D E R S L I S T

Page 2

NH C
15-Mar-95 Noon

6 APPLE
6 BEEF BLENDER
1 CANNED FRUIT
1 CHICKEN BROTH
2 CHICKEN LEG
1 COKE
2 COLE SLAW
1 FRESH SALAD
1 FRUIT PUNCH (NATURAL)
3 GRILLED CHEESE
1 HEATH BAR
16 LADY FINGERS
14 LEMON COOKIES
7 OREO COOKIES
1 PEPSI
3 POTATO PANCAKE
1 POTATO SALAD (HOME)
2 SOUR CREAM
2 WHITE BREAD

**** PATIENTS = 13 ****

15-Mar-95
8:38am

S T A N D I N G O R D E R S L I S T

Page 3

NURHC
15-Mar-95 Noon

1 APPLE
1 DIET PUDDING
1 GRILLED CHEESE
4 LADY FINGERS
2 LEMON COOKIES
1 PEACHES

**** PATIENTS = 2 ****

Select Production Reports Option: SP Consolidate Standing Orders

Select SERVICE POINT (or ALL): ALL

Select Meal (B,N,E,or ALL): N

Consolidated List Only? Y//

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

15-Mar-95
8:39am

C O N S O L I D A T E D S T A N D I N G O R D E R S

Page 1

15-Mar-95 Noon

	HOSP T	NH C	NURHC	TOTAL
APPLE	7	6	1	14
BEEF BLENDER	3	6		9
CANNED FRUIT	1	1		2

CHICKEN BROTH		1		1
CHICKEN LEG		2		2
CHICKEN SOUP	2			2
COKE	2	1		3
COLE SLAW	1	2		3
DIET PUDDING	1		1	2
DOUBLE PORTIONS	1			1
FRESH SALAD		1		1
FRUIT PUCH (ART)	1			1
FRUIT PUNCH (NATURAL)		1		1
GRILLED CHEESE	1	3	1	5
HEATH BAR		1		1
HOT CHICKEN WINGS	4			4
LADY FINGERS	16	16	4	36
LEMON COOKIES	9	14	2	25
OREO COOKIES		7		7
PEACHES			1	1
PEPSI		1		1
POTATO PANCAKE		3		3
POTATO SALAD (HOME)		1		1
PUDDING	1			1
PUDDING (NONE LACTIVE)	2			2
PUDDING (WHOLE MILK)	1			1
SOUR CREAM		2		2
SPINACH	1			1
WHALE BLUBBER	1			1
WHITE BREAD		2		2
# OF PATIENTS	11	13	2	26

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TR Tubefeeding Reports/Labels... [FHORTFM]
Suboption I: TF Preparation/Delivery of Tubefeedings [FHORTF5]

This report contains tubefeeding information by patient and ward. It includes the product and quantities. The report is divided into three sections.

Preparation of Tubefeedings includes:

- Patient's name and SSN
- Product and number of units
- Quantities in CCs of full-strength, reconstituted product
- Diluent water to be mixed, if dilution is ordered

Tubefeeding Pull List includes:

- Product and total units of issue to be pulled from stock

Delivery of Tubefeedings includes:

- Location, patient's name, and SSN
- Product and number of units to be delivered

The Tubefeeding Pull List can be used by the Ingredient Control Unit to determine total quantities to pull from stock. The section on Delivery of Tubefeedings is useful in identifying the products and quantities needed by ward. For those patients where quantity is shown as "Prepared", the section on Preparation of Tubefeeding serves as a reference indicating specific dilution information.

Select C=COMMUNICATION OFFICE or W=WARD: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): **COM OFFICE 2 <RET>**

The report requires a 132 column printer.

Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **132 <RET>**

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TR Tubefeeding Reports/Labels... [FHORTFM]
Suboption I: TL Print Tubefeeding Labels [FHORTF5L]

This option allows user to print the Tubefeeding Labels.

Print Tubefeeding Labels includes:

Patient name, location, and SSN
Date
Product and number of units, and Quantity

Prompt/User Entry:

Select C=COMMUNICATION OFFICE or W=WARD:
C <RET>

Select COMMUNICATION OFFICE (or ALL): **ALL**
<RET>

Do you want multiple labels? N// **<RET>**

Select LABEL Printer: HOME// **<RET>** HYPER
SPACE RIGHT MARGIN: 80// **<RET>**

Discussion:

Answer Y (yes) or N (no).

Enter printer device OR <RET> as shown and labels will show on screen.

NUTRITION, P NEW 1 EAST
0000 1-May-95 101-04

CITROEN, 5 POWDERS
100 CC per Hour X 12 hrs

NUTRITION, P NEW 1 EAST
0000 1-May-95 101-04

POLYCOSE, 9 BOTTLES
2000 KCAL per Day

NUTRITION, P NEW 1 EAST
0000 1-May-95 101-04

PROMOD, 1 SCOOP
5 GM per Day

BRAND, NEW P NEW 1 EAST
0001 1-May-95 101-05

VIVONEX, 3 PKGS
8 OZ Three times a Day

BRAND, NEW P NEW 1 EAST
0001 1-May-95 101-05

OSMOLITE HN, 10 CANS
100 CC per Hour

MAS, ONE NEW 1 EAST
0002 1-May-95

AMIN-AID, 2 PKGS
20 GM per Day

MAS, ONE NEW 1 EAST
0002 1-May-95

SUSTACAL, 7 CANS
1600 KCAL per Day

MAS, ONE NEW 1 EAST
0002 1-May-95

VIVONEX, 8 PKGS
100 CC per Hour

NHCU, FINAL NEW 1 EAST
0003 1-May-95

OSMOLITE, 10 CANS
100 CC per Hour

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TR Tubefeeding Reports/Labels Option [FHORTFM]

Suboption I: TP Tubefeeding Preparation [FHORTF5P]

This option will print only the Tubefeeding Preparation Report for use on the Wards.

Preparation of Tubefeedings includes:

- Patient name and SSN
- Product and number of units
- Quantities in CCs of full-strength, reconstituted product
- Diluent water to be mixed, if dilution is ordered

Prompt/User Entry:

Select C=COMMUNICATION OFFICE or W=WARD:
W <RET>

Select WARD (or ALL): **NEW 5 CENTRAL**
<RET>

The report requires a 132 column printer.

Select LIST Printer: HOME// **<RET>**
HYPER SPACE RIGHT MARGIN: 80// **132**
<RET>

Discussion:

Enter printer device OR <RET>
and enter 132 as shown and
labels will only show on screen.

For printout, refer to Preparation/Delivery of Tubefeedings.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TR Tubefeeding Reports/Labels Option [FHORTFM]
Suboption I: TX Tubefeeding Pull Lists [FHORT5S]

This option will print pick lists for all tubefeeding products for the selected Communication Office or Ward as well as a consolidated pick list when all Communication Offices or Wards are selected.

Tubefeeding Pull Lists include:

Product and total units of issue to be pulled from stock.

Select C=COMMUNICATION OFFICE or W=WARD: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): **ALL <RET>**

Consolidated Report Only? Y// **<RET>**

Select LIST Printer: HOME// **<RET>** SET HOST

2-May-95 1:09pm T U B E F E E D I N G P U L L L I S T Page 1

CONSOLIDATED	
# Units	Product
3 CAN	1 CAL/CC,LS
2 PKG	AMIN-AID
5 POWDER	CITROEN
8 BOTTLE	CRITICARE HN
5 CAN	ISOCAL HCN
4 BOTTLE	MICROLIPID
30 CAN	OSMOLITE HN
13 CAN	OSMOLITE
25 BOTTLE	POLYCOSE
13 PKG	PRECISION HN
3 PKG	PRECISION LR

2-May-95 1:09pm T U B E F E E D I N G P U L L L I S T Page 2

CONSOLIDATED	
# Units	Product
95 SCOOP	PROMOD
24 PKG	PROPAC
2 CAN	PULMOCARE
6 CAN	SUSTACAL HC
15 CAN	SUSTACAL
11 PKG	VIVONEX

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]

Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TT Tray Tickets... [FHMTKM]
Suboption I: HP History of Diet Patterns [FHMTKH]

This option will display all Diet Patterns entered for this patient's admission and allow user to add a previous Diet Pattern to a patient's current-diet.

Prompt/User Entry:

Discussion:

Select Patient (Name or SSN): ? <RET>
Answer with PATIENT NAME, or SOCIAL
SECURITY NUMBER, or WARD LOCATION, or
ROOM-BED
Do you want the entire PATIENT List? N
<RET> (No)

Enter one ? or two ?? question marks
after each prompt for help or to see a
listing of names, etc.

Select Patient (Name or SSN): **ADMIT,ONE** <RET>
COLLATERAL
128 11-21-1991 @ 15:25:05

01-01-50 000000000

Select ADMISSION (or C for CURRENT): ?? <RET>
128 11-21-1991 @ 15:25:05

Select ADMISSION (or C for CURRENT): **C** <RET>

Current Diet: 3-4gm SODIUM

Pat Date/Time Entered Diet Pattern

1 28-Nov-94 4:40pm REGULAR
2 15-Mar-95 10:41am 3-4gm SODIUM

Detailed Display of which Pattern #? **2** <RET>

Standing Orders

Break	1 COLE SLAW (I)
Break	1 FRUIT PUNCH (NATURAL) (I)
Noon	1 PUDDING (I)
Even	1 APPLE (I)

Diet Pattern

Breakfast	Noon	Evening
1 BEVERAGE	1 BEVERAGE	1 BEVERAGE
2 BREAD	2 BREAD	1 BREAD
1 JUICE I	1 JUICE I	1 APPETIZER
2.8 BREAKFAST ITEM	1.5 APPETIZER	2.7 SOUP
1.5 DESSERT	1 SOUP	1 ENTREE
	1 ENTREE	1 VEGETABLE
	1 VEGETABLE	2.3 DESSERT
	2 DESSERT	

Pattern Entered By: ACKERT,NANCY

Press RETURN to Continue

	Likes	DisLikes
All Meals		NO BEEF
Noon	2 ICE CREAM	
Noon,Even	1 CHILI MAC	
Even	1 LIVER SANDWICH	

Do You Want to Store this Pattern As the Patient's Individual Pattern? N//
<RET>

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TT Tray Tickets... [FHMTKM]
Suboption I: LD List Inpats With No/prev Patterns [FHMTKN]

This option allows the user to run two listings. One list consists of all the inpatients that do not have any Diet Pattern that match with their current-diet. The second list consists of a listing of inpatients that do not have a current individual pattern but have had a individual pattern for a previous Diet order.

The list requires a 132 column printer.

Select LIST Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

```

2-May-95 3:05pm          I N P A T I E N T S   W I T H   N O   D I E T
P A T T E R N S                               Page 1

Ward/Room                Patient                Current-Diet
NEW 1 EAST/***           NUTRITION, P          TEST L-PHOSP
NEW 1 EAST/101-05        BRAND,NEW P          CARDIAC CATH
NEW 2 WEST/207-04        TEST,AGAIN           2000 CAL RED
NEW 3 NORTH/313-02       NUTRITION, P1        RADIATION
II,
CHOLESTEROL
NEW 3 NORTH/316-02       NUTRITION, P2        1900 CAL ADA
NEW 4 SOUTH/410-04       TEST,NEW 2           GM SODIUM,
2
GM POTT
NEW 4 SOUTH/410-01       DIET, TWO            RADIATION II

```

Press RETURN to continue.

```

2-May-95 3:05pm          I N P A T I E N T S   T H A T   H A D   I N D I V I
D U A L P A T T E R N S                               Page 1

Patient                  Effective                Diet
NEW 1 EAST/***           26-Apr-95 1:21pm        Current: MECHANICAL
ADMIT, TWO               28-Mar-95 10:19am       Prev. Pattern: 1800 CAL
RED,
FIBER REST, FAT REST

NEW 1 EAST/***           26-Apr-95 10:21am       Current: REGULAR
NUTRITION, P             24-Apr-95 12:00pm       Prev. Pattern: CLEAR
LIQUID

```

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TT Tray Tickets... [FHMTKM]
Suboption I: PD Print Diet Cards [FHDCRP]

This option allows the user to print Diet Cards that consist of patients' diet patterns. The Diet Cards can be printed two or three patients per page for a selected Patient, Ward, Communication Office, or for all. The Diet Card requires a 132 column printer.

Prompt/User Entry:

Print by PATIENT or COMMUNICATION
OFFICE or WARD or ALL? COMM// **W**
<RET>

Discussion:

Enter ?? <RET> to get help or
<RET> at the // prompt if your
selection is the default.

Select DIETETIC WARD: **NEW 3 NORTH <RET>**

Sort Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**

Select Date: TODAY// **<RET>** (MAR 09, 1995)

Print Three Per Page? N// **<RET>**

Print Only Ones With Order Changes related to the Diet Card? N // **<RET>**

Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **132**
<RET>

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: TT Tray Tickets... [FHMTKM]
Suboption I: PT Print Tray Tickets [FHMTKP]

This option allows you to print tray tickets three patients per page for a selected Patient, Ward, Communication Office, or all for one meal or for all three meals. A Tabulated Recipe List follows each tray ticket run.

Prompt/User Entry:

Discussion:

Only press <RET> at the // prompts below if you wish to select the default; otherwise you may enter your selection. Enter ?? <RET> for help.

Print by PATIENT or COMMUNICATION OFFICE or WARD or ALL? COMM// **W <RET>**
Select DIETETIC WARD: **NEW 3 NORTH <RET>**
Sort Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**
Select Date: TODAY// **<RET>** (MAR 09, 1995)
Select MEAL (B,N,E,or ALL): **N <RET>**
Print Only Ones With Diet Order Change? N // **<RET>**
Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **132 <RET>**

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: WD Ward Diet Order List (80 Column) [FHORD10]

This list is printed by single ward or all wards. Its format can be altered to print by room-bed location or alphabetized patient name. Lists containing only one type of service can also be printed. These lists contain information on diet and/or tubefeeding orders, supplemental feedings, early/late trays (for the next 72 hours), and standing orders.

An asterisk will appear if the supplemental feeding is older than two weeks or an NPO is older than three days. Clinical staff can use this list to monitor orders.

Prompt/User Entry:

Discussion:

Only press <RET> at the // prompts below if you wish to select the default; otherwise you may enter your selection. Enter ?? <RET> for help.

Select by C=COMMUNICATION OFFICE or W=WARD: **C <RET>**

Select COMMUNICATION OFFICE (or ALL): **ALL <RET>**

Sort Patients: (A=Alphabetically R=Room-Bed) R// **<RET>**

Select Type of Service (T, C, D or ALL): ALL// **?? <RET>**

Enter T for Tray, C for Cafeteria, D for Dining Room, or A for All

Select Type of Service (T, C, D or ALL): ALL// **T <RET>**

Select LIST Printer: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

3-May-95 9:53am

NEW 5 CENTRAL DIET ORDERS

Page 1

TRAY Service Only

Room	Patient	ID#	Admission Date	Svc	Ord Date
------	---------	-----	----------------	-----	----------

3-May-95 9:53am

NEW 2 WEST DIET ORDERS

Page 2

TRAY Service Only

Room	Patient	ID#	Admission Date	Svc	Ord Date
------	---------	-----	----------------	-----	----------

NUTRITION,P	0000	24-May-94 12:10pm	T		
Nut. Status: Moderately Compromised					22-Mar
Allergies: STRAWBERRIES, CHOCOLATE					
Diet Order: NPO					25-Apr*

	Likes	DisLikes
All Meals	1 GELATIN	
Break	1 ORANGE JUICE, 2 MILK	
Noon	1 PIZZA PUFFS	NO SHRIMPS, NO GREEN FOODS
	1 WHOLE-WHEAT BREAD	
	1 POTATO CHIPS	
	1 WHITE BREAD	
Noon,Even	1 TANGERINE	NO PORK
Even	2 TACO	

Stng. Order: Even	1 CORN BEEF (I)	2-Mar
-------------------	-----------------	-------

205-01	TEST,A	0001	4-Jun-93 11:16am	T	
	Nut. Status: Severely Compromised				10-Dec
	Diet Order: HI PRO				11-Jan
	TubeFeed.: 1 CAN PULMOCARE, 150 Kcal/Day				20-Oct

	Likes	DisLikes
All Meals	1 LIVER SANDWICH	NO SOUP, NO CHICKEN
Break	2 MILK, 3 WHITE BREAD	
Noon	1 BEEF BURGER	
Noon,Even	1 GELATIN	
Stng. Order: All Meals	2 APPLE (I)	15-Mar
Stng. Order: Noon	1 GRILLED CHEESE (I)	15-Mar
Stng. Order: Even	2 GRILLED CHEESE (I)	15-Mar
10AM	1 CEREAL I/BOWL/SPOON; 1 MILK, 2%	20-Oct*
2PM	1 DESSERT OF THE DAY	
8PM	1 DESSERT OF THE DAY	

207-02	TEST,P	0002	4-Jun-93 11:07am	T	
	Nut. Status: Mildly Compromised				18-Jun
	Diet Order: REGULAR				22-Mar

Likes	DisLikes
-------	----------

No Food Preferences on file

Stng. Order: Break	1 APPLE	22-Mar
Stng. Order: Break	2 POTATO PANCAKE	22-Mar
Stng. Order: Break	3 PEANUTS	22-Mar
Stng. Order: Break	1 COKE	22-Mar
Stng. Order: Noon	3 LEMON COOKIES (I)	31-Oct

Stng. Order: Noon	1 APPLE	22-Mar
Stng. Order: Noon	4 LADY FINGERS	22-Mar
Stng. Order: Noon	2 LEMON COOKIES	22-Mar
Stng. Order: Even	1 LEMON COOKIES (I)	31-Oct
10AM 1 CEREAL I/BOWL/SPOON;	1 MILK, 2%	20-Oct*
2PM 1 DESSERT OF THE DAY		
8PM 1 DESSERT OF THE DAY		
3-May-95 9:53am	NEW 2 WEST DIET ORDERS	Page 3

TRAY Service Only

Room	Patient	ID#	Admission Date	Svc	Ord Date
207-04	TEST,A	0000	11-Jun-93 1:09pm	T	
	Nut. Status: Severely Compromised				18-Jun
	Diet Order: 2000 CAL RED				13-Apr
	Likes		DisLikes		
	All Meals		NO BEEF, NO TURKEY		
	Break	2 ORANGE JUICE			
		1 RYE BREAD			
	Even	3 WHOLE-WHEAT BREAD			

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: WL Ward Supplemental Feeding Lists [FHNO3]

The purpose of this option is to list all patients who receive supplemental feedings. If the patient is on an isolation which requires delivery by Nursing Service, "NURSE" will appear under the "ISOLAT" column. The date shown under "REVIEW" is the last date any transaction was made for that patient. When the date is over two weeks old, an asterisk will flag it for attention.

This facilitates the review mandated by M-2, Part III (3.06c). Ward Supplemental Feeding Lists (WL) can be viewed or printed.

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE (or
ALL): **N200 <RET>**

Print Patients: (A=Alphabetically
R=Room-Bed) R// **<RET>**

Select LIST Printer: HOME// **<RET>**
HYPER SPACE RIGHT MARGIN: 80//
<RET>

Discussion:

Enter S or W as shown.

Select one Supplemental Feeding Site or ALL. Enter ?? <RET> to get listing of Feeding Sites.

Take default by pressing <RET> to print report by Room-Bed or A for alphabetical order of patients' names.

Enter the proper printer designation. (If only <RET> is pressed as shown, the information will show only on the screen. A delay of 10-25 seconds is normal.)

The total quantities of supplemental feedings may be printed for each ward, including time period, if the Site Parameter is set for printing ingredients on ward lists.

Any Supplemental Feeding (SF) menu that has been individualized by a clinician will have (I) following it to notify a user that this individualized SF menu may not have changed when a diet order changed.

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1

Ward: NEW 3 NORTH

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
	NUTRITION,P 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0000	DB 1800 LS		03-23*
	NUTRITION,P1 10AM 1 APPLESAUCE/SPOON; 1 ICE CREAM/SPOON	0001	F/L		03-15*
312-01	NUTRITION,P2 10AM 1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER 2PM 1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ 8PM 1 SANDWICH DB HALF	0002	ANTI	*NURSE	03-10*

312-02	NUTRITION,P3 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0003	DB 1800 LS		04-26
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W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 2

Ward: NEW 3 NORTH

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
312-03	TEST,A 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0000	DB 1800 LS		03-22*
314-01	NUTRITION,P 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0001	DB 1800 LS	*NURSE	03-22*
314-02	TEST,TSIX 10AM 1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER 2PM 1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ 8PM 1 SANDWICH DB HALF	0006	ANTI		03-10*

315-01	NUTRITION,P 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0000	DB 1800 LS		04-26
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W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 3

Ward: NEW 3 NORTH

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
316-01	ADMIT,ONE 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0000	DB1900 ADA		03-15*
316-04	NUTRITION,P 8PM 1 MILK, SKIM; 1 CRAX, GRAHAM, PKG	0001	DB1800 ADA		03-10*

NEW 3 NORTH INGREDIENT LIST FOR 3-May-95

--- 10 AM ---

2 MILK, SKIM
1 ICE CREAM/SPOON
1 APPLESAUCE/SPOON
4 CRAX PEANUT BUTTER
2 CEREAL II/BOWL/SPOON

--- 2 PM ---

2 CRAX PEANUT BUTTER
2 JUICE, ORANGE 4OZ
2 SANDWICH DB HALF

--- 8 PM ---

7 MILK, SKIM
7 CRAX, GRAHAM, PKG

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DR Dietetic Lists/Reports... [FHCDLST]
Suboption: WP Print Bulk Feedings/Cost Report [FHNO10]

This option will produce a delivery listing or labels for all bulk supplemental feeding for all wards served by a Supplemental Feeding Site. A cost report and consolidated pick list will also be produced.

Prompt/User Entry:

Select SUPPLEMENTAL FEEDING SITE (or ALL): **ALL** <RET>

Do you want Labels? N// <RET>

Select LIST Printer: HOME// <RET>
HYPER SPACE RIGHT MARGIN: 80//
<RET>

Discussion:

Select one Supplemental Feeding Site (enter ?? <RET> for listing) or ALL.

Only press <RET> if you do not want labels (default is No//), but enter Y for Yes if you want labels to be printed.

Enter printer device OR press <RET> as shown for report to show on screen.

BULK NOURISHMENT'S FOR: ALL SITES Page 1

4-May-95 9:34 am

--- NEW 1 EAST ---

3 GINGER ALE/STRAW
10 COOKIES
3 FRUIT,CND/SPOON
2 JELLO/SPOON
1 BANANA
1 PEANUT BUTTER 1TSP
1 APPLE DUMPLINGS
6 JUICE OF THE DAY
6 MILK,2%
1 CUSTARD/SPOON

BULK NOURISHMENTS FOR: ALL SITES Page 2

4-May-95 9:34 am

--- NEW 2 WEST ---

3 MILK,2%
3 CRAX, REG, PKG
2 APPLESAUCE/SPOON
2 ICE CREAM/SPOON
1 JUICE, APPLE
1 SANDWICH DB I
2 POPSICLE
2 COOKIES
2 GATORADE

--- NEW 3 NORTH ---

BULK NOURISHMENTS FOR: ALL SITES Page 3

4-May-95 9:34 am

1 KOOLADE
1 JUICE, ORANGE QT
2 HARD CANDY
2 CUSTARD/SPOON
1 MILKSHAKE VANILLA
2 APPLE DUMPLINGS
1 BRAN
2 POPSICLE
1 BANANA

--- NEW 4 SOUTH ---

2 CEREAL I/BOWL/SPOON

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: EA Energy/Nutrient Analysis... [FHNUM]
Suboption: AA Abbreviated Analysis [FHNU5]

Results of Analysis Not Stored

This option is designed for quick analysis of one food item or many. However, it does not provide detailed nutrient values when multiple foods are entered. It provides only nutrient totals and percent RDA. It is suitable for such items as checking the nutrient content of a single food, obtaining immediate information for a short list of foods (such as a meal) and analyzing a recipe.

The printout contains only the nutrient totals, the percent RDA if an RDA category is selected, and a number in parentheses after each nutrient. The number in parentheses is an indicator of relative completeness of data. For example, a list of foods may have contained six items; a three in parentheses (3) signifies that only three items reported a value for that nutrient.

REMEMBER: This routine will not store any data. If storage is necessary, use Input Menu Data (MD) option.

Prompt/User Entry:

Title of Analysis: **MEAT** <RET>

Do you wish to use common units
instead of grams? YES// <RET>

Select RDA Category: **CHILDREN 7-10**
YR. <RET>

We will now build the food list; you can
obtain an analysis of a single food item
by merely selecting that one item.

Discussion:

Enter free text of 3-60 characters.

Y (yes) means all food quantities
will be entered in the displayed
common units.

N (no) means all quantities will be
entered in grams. May not switch
between the two types of units.

Enter RDA code. Enter ?? <RET> to
view RDA Categories. May bypass
by pressing <RET>.

Select Food Item: ?? <RET>

1 MEAT
2 MEAT EXTENDER
3 MEATBALLS, DIET
4 MEATLOAF (STOUFFER)
5 MEATLOAF NO.1 (VACO)
6 MEATLOAF, TV DINNER, FRZ,
UNHEAT, W/TOM SC, MASH POT, PEAS

Select Food Item #, 'RETURN' to
Quit => 6 <RET>

MEATLOAF, TV DINNER, FRZ, UNHEAT,
W/TOM SC, MASH POT, PEAS
Amount (oz. at 28.3 gms) => 5
<RET> ... 141.5 grams

Select Food Item: <RET>

Here is your final food list:

1 MEATLOAF, TV DINNER, FRZ,
UNHEAT, W/TOM SC, MASH POT, PEAS 5
oz.

Do you wish to edit this list? NO//
<RET>

DEVICE: HOME// <RET> HYPER SPACE
RIGHT MARGIN: 80// <RET>

Proceed as for option Input Menu
Data (MD).

Enter a printer device OR return for
report to show on screen. The
output is only obtainable once. The
data will have to be re-entered to see
the results a second time.

MEAT

		% RDA	% Kcal			% RDA
Calories (1)	185 K			Vitamin A (0)		0
Protein (1)	11.3 Gms	40	24	Ascorbic Acid (1)	5.7 Mg	13
Carbohydrate (1)	13.9 Gms		30	Vitamin E (0)		0
Fat (1)	9.5 Gms		36	Riboflavin(1)	0.2 Mg	17
Sodium (1)	556.1 Mg	139		Thiamin(1)	0.1 Mg	14
Potassium (1)	162.7 Mg	10		Niacin (1)	2.4 Mg	19
Calcium (1)	26.9 Mg	3		Vitamin B6 (0)		0
Phosphorus (1)	165.6 Mg	21		Vitamin B12 (0)		0
Iron (1)		18		Vitamin K (0)		0
Zinc (0)		0		Folate (0)		0
Magnesium (0)		0		Pantothenic Ac (0)		0
Manganese (0)		0		Cholesterol (1)	43.9 Mg	
Copper (0)		0		Linolenic Acid (1)	0.0 Gms	
Selenium (0)		0		Linolenic Acid (0)		
				Monounsatur. Fat (0)		
				Polyunsatur. Fat (0)		
Water (1)	104.3 ML			Saturated Fat (1)	4.2 Gms	

Press RETURN to Continue

Ash (1)	2.5 Gms	Tryptophan (0)
Alcohol (0)		Threonine (0)
Caffeine (0)		Isoleucine (0)
Total Diet Fiber (0)		Leucine (0)
Total Tocopherol (0)		Lysine (0)
Capric Acid (0)		Methionine (0)
Lauric Acid (0)		Cystine (0)
Myristic Acid (0)		Phenylalanine (0)
Palmitic Acid (0)		Tyrosine (0)
Palmitoleic Acid (0)		Valine (0)
Stearic Acid (0)		Arginine (0)
Oleic Acid (1)	4.25 Gms	Histidine (0)
Arachidonic Acid (0)		Alanine (0)
		Aspartic Acid (0)
		Glutamic Acid (0)
		Glycine (0)
		Proline (0)
		Serine (0)

Press RETURN to Continue

Do you wish to analyze another menu? NO//

Advantages and Other Considerations

Advantages

Energy/Nutrient Analysis (EA) offers a number of advantages. Key items include:

- Significant time-savings in menu analysis are possible. An experienced user can enter and analyze a seven day menu for 32 nutrients in four hours or less.
- Cycle menus can be entered and stored indefinitely, changed at any time, and a new analysis printed.
- The availability of Nutrient Intake Studies can be extended to a greater portion of the patient population because of reduced time to obtain results.
- Any food item may be added to the file.
- The program can be used to analyze the stored menus for different RDA groups.
- Proposed food item changes can be made to analyzed menus and the results viewed immediately.

Other Considerations

There are other considerations in using the Energy/Nutrient Analysis (EA) program. Significant items include:

- The program is not easily used by non professionals because of conversions that may be necessary between existing common unit, serving size, and grams.
- The program accepts decimals only.
- An analysis of a single meal or day that is part of a larger stored menu cannot be selectively printed.
- USDA updates of the master file may be infrequent.
- A menu can be accidentally deleted because stored menus are not protected.

HELPFUL HINTS AND NOTES

1. Any user may change or delete any menu. Therefore, more than one person may work on the same menu.
2. Most printers may be set for compressed print of 16.5 characters per inch. Check with the Site Manager.
3. Capital letters must be used for data entry of food items.
4. Because the Abbreviated Analysis (AA) is not saved, it may be helpful to print the final food list and the results to keep for future reference.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: EA Energy/Nutrient Analysis... [FHNUM]
Suboption: AN Print Analysis (32 Nutrients) [FHNU2]

Print Menu

This routine will print any User Menu in complete detail showing meal distribution. Each meal will contain all the food items in that meal with all of the values for each nutrient. Each meal will show totals of nutrients for the meals, percent of carbohydrate, protein, and fat, and percent RDA. Meals will be added together for the day. Each day will display similar accumulative totals. Days will be averaged together in a final weekly summary with averages calculated for all nutrients, percent RDA, and percent carbohydrate, protein, and fat.

This option prints only gram weights regardless of the units used in the data entry.

The user has the choice of printing all days with all food items listed or just the final weekly summary.

Prompt/User Entry:

Select USER MENU NAME: **MINE** <RET>
01-09-92

Select RDA Category: **F25** <RET>

Do you wish a detailed analysis? Y//
<RET>

The Analysis requires a 132 column printer.

DEVICE: HOME// <RET> SET HOST **132**
<RET>

Discussion:

All RDA levels are available. Enter ?? to view them. Select by entering the first letter M or F for sex and then the first number of the age level.

Example: Female 19-23
Enter: F19

Enter Y for the complete detailed list. N for only the weekly summary.

Enter printer instructions.

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]
Option: EA Energy/Nutrient Analysis... [FHNUM]
Suboption: MD Input Menu Data [FHNU4]

Stored Menu Data

This subroutine is the first step in using the Energy/Nutrient Analysis (EA) program. It enables a user to create a menu by giving it a specific identification (User Menu Name) and to enter food items for as many as six meal periods over seven days. The menu is stored under a specific User Menu Name and can be retrieved for changes at any time. The User Menu Name must not exceed 30 characters.

Samples:

Cyc 3 wk 2 Regular
1800 Diabetic
Smith - 1G Sodium

Each user menu may contain up to seven days, each of which is identified by a number, one through seven. Each day may contain up to six meal periods, also identified by a number (one through six). The program routine requires that a user establish the User Menu Name and at least the first day and the first meal.

A detailed meal-by-meal analysis would look like an "outline" if it were on paper.

User Menu Name
Day 1
Meal 1
Meal 2, etc.

If a meal-by-meal analysis is unnecessary, all foods for a single day may be entered at a single time as Meal 1 of any day.

Example:

User Menu Name
Day 1
Meal 1 (containing all foods for the entire day)

Day 2

Meal 1 (containing all foods for the second day)

Once a menu has been entered, it will be stored indefinitely. It can be reviewed, changed, or printed at any time. Removing it completely from the computer files

requires a deliberate action to delete the menu by the user. This prevents accidental loss of a menu and the frustration of having to re-enter large amounts of data.

Prompt/User Option:

Select USER MENU NAME: **NUTRITION,P - 1800KCAL Diabetic** <RET>

Are you adding " NUTRITION,P - 1800KCAL Diabetic" AS A NEW USER MENU? **Y** <RET> (Yes)

USER MENU NAME: NUTRITION,P - 1800KCAL Diabetic Replace <RET>

UNITS: **G** <RET> GRAMS

Select DAY #: **2** <RET>

Are you adding '2' as a new DAY NUMBER (the 1ST for this USER MENU)? **Y** <RET> (Yes)

Select MEAL #: **1** <RET> Enter a number from 1-6.

Are you adding '1' as a new MEAL NUMBER (the 1ST for this DAY NUMBER)? **Y** <RET> (Yes)

Select Food Item: **Milk** <RET>

Discussion:

Enter ?? to see listing of User Menu Names. You may add a new User Menu Name as shown.

Answer Y for yes. You must answer yes or menu will not be created.

Change name or correct errors by typing in a new name after the word Replace. If there is no change, press <RET>.

You may remove the menu from the computer files by pressing the shift key and typing @ after the word Replace; answer Yes when asked if you want to Delete.

Enter C for common units or G for gram weights.

(You may not switch between the unit types within a single User Menu.)

Enter a number from 1-7.

Enter Y for yes.

Enter ?? <RET> for help.

1 MILK, SKIM, PAST & RAW, FLUID
PROTEIN FORTIFIED

Select Food Item #, '^' to Quit, or
'RETURN' to continue lsit => **1 <RET>**

MILK, SKIM, PAST & RAW, FLUID PROTEIN
FORTIFIED

Amount (gms.) => **245 <RET>**

Current Food List for Menu: NUTRITION,P
- 1800KCAL Diabetic Day:2 Meal: 1

MILK, SKIM, PAST & RAW, FLUID PROTEIN
FORTIFIED - 245 gm.

Do you wish to EDIT this list? NO//
<RET>

Review the food list for completeness
and accuracy. If changes are
needed, press Y. If no changes,
press <RET>.

MD Input Menu Data

Select USER MENU NAME: ? <RET>

Answer with USER MENU NAME

Do you want the entire USER MENU List? Y <RET> (Yes)

Choose from:

BAB	12-15-93
BBB	12-15-93
CHEESES	03-19-87
EXAMPLE	11-21-91
GILL	09-14-88
JJJ	05-20-93
JKL	10-05-93
Lynette	01-02-87
MENU	03-17-95
MINE	01-09-92
POR	11-16-93
PORT	11-29-93
PPP	12-31-91
PTTTA	11-17-93
SHU	11-19-90
TEST C	05-23-90
TEST D	05-23-90
TEST PREGO	06-23-93
TEXAS PINTOS	12-03-86
TT1	06-09-92
XXXXX	11-04-89
ZZZ	09-24-93

You may enter a new USER MENU, if you wish
NAME MUST BE 3-30 CHARACTERS, NOT NUMERIC OR STARTING WITH
PUNCTUATION

Select USER MENU NAME: ZZZZ <RET>

Are you adding 'ZZZZ' as a new USER MENU? Y <RET> (Yes)

USER MENU NAME: ZZZZ//

UNITS: C <RET> COMMON

Select DAY #: 1 <RET>

Are you adding '1' as a new DAY NUMBER (the 1ST for this USER MENU)? Y
<RET> (Yes)

Select MEAL #: 1 <RET>

Are you adding '1' as a new MEAL NUMBER (the 1ST for this DAY NUMBER)? Y
<RET> (Yes)

Select Food Item: MILK <RET>

- 1 MILK SHAKES, THICK CHOCOLATE
- 2 MILK SHAKES, THICK VANILLA
- 3 MILK SUBSTITUTES, FLUID W/HYDR VEGETABLE OILS
- 4 MILK, BUTTERMILK, DRIED
- 5 MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIMMILK
- 6 MILK, CHOCOLATE BEVERAGE, HOME MADE HOT COCOA
- 7 MILK, CHOCOLATE DRINK, FLUID, WHOLE
- 8 MILK, CHOCOLATE DRINK, FLUID, LOWFAT, 2% FAT
- 9 MILK, CHOCOLATE DRINK, FLUID, LOWFAT, 1% FAT

Select Food Item #, '^' to Quit,
or 'RETURN' to continue list => 5

MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK
Amount (cups at 245 gms) => 1 ... 245 grams

Select Food Item: **PAN <RET>**

- 1 PANCAKES FROM MIX, PLAIN AND BUTTERMILK, MADE W/MILK
- 2 PANCAKES FROM MIX, PLAIN AND BUTTERMILK, MADE W/EGG&MILK
- 3 PANCAKES, MADE FR BUCKWHEAT MIX, W/EGG AND MILK
- 4 PANCAKES, MADE FR HOME RECIPE, ENR

Select Food Item #, 'RETURN' to Quit => 4

PANCAKES, MADE FR HOME RECIPE, ENR
Amount (cakes at 27 gms) => 3 ... 81 grams

Select Food Item: **SAUS <RET>**

- 1 SAUSAGE, BEERWURST(BEER SALAMI), BEEF
- 2 SAUSAGE, BLOOD SAUSAGE OR BLOOD PUDDING
- 3 SAUSAGE, BOCKWURST
- 4 SAUSAGE, BOLOGNA, BEEF
- 5 SAUSAGE, BOLOGNA, BEEF & PORK
- 6 SAUSAGE, BOLOGNA, TURKEY
- 7 SAUSAGE, BRATWURST
- 8 SAUSAGE, BRAUNSCHWEIGER (LIVER SAUSAGE), SMOKED
- 9 SAUSAGE, BROTWURST
- 10 SAUSAGE, BROWN&SERVE, BEFORE BROWNING

Select Food Item #, '^' to Quit,
or 'RETURN' to continue list => 10

SAUSAGE, BROWN&SERVE, BEFORE BROWNING
Amount (oz. at 28.3 gms) => 3 ... 84.9 grams

Select Food Item: **POTA <RET>**

- 1 POTATO CHIPS
- 2 POTATO CHIPS, WO/SALT ADDED
- 3 POTATO FLOUR
- 4 POTATO GRANULES, DRY FORM
- 5 POTATO PANCAKES, HOME-PREPARED
- 6 POTATO PUFFS, FRZ, PREPARED
- 7 POTATO SALAD
- 8 POTATO STICKS
- 9 POTATOES, BAKED IN SKIN, WO/SALT

Select Food Item #, '^' to Quit,
or 'RETURN' to continue list => 9

POTATOES, BAKED IN SKIN, WO/SALT
Amount (potatoes at 155.5 gms) => 1 ... 155.5 grams

Select Food Item: **<RET>**

Current Food List for Menu: **zzzz** Day: 1 Meal: 1

- 1 MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK - 1 cup
- 2 PANCAKES, MADE FR HOME RECIPE, ENR - 3 cakes
- 3 POTATOES, BAKED IN SKIN, WO/SALT - 1 potato
- 4 SAUSAGE, BROWN&SERVE, BEFORE BROWNING - 3 oz.

Do you wish to EDIT this list? NO// **Y**

Do you wish to change any amounts? NO//

Do you wish to delete any items? NO// **Y**

Delete item # : 3 ... deleted

Delete item # :

Do you wish to add more food items? NO// **Y**

Select Food Item: **POTATOES,**

- 1 POTATOES, FRZ, FRENCH-FRIED, HEATED IN OVEN, W/SALT
- 2 POTATOES, FRZ, FRENCH-FRIED, RESTAURANT-PREP
- 3 POTATOES, FRZ, WHOLE, CKD, WO/SALT
- 4 POTATOES, HASHED BROWN, FRZ, W/BUTTER SAUCE, PREPARED
- 5 POTATOES, MASHED, DEHYDRATED, FLAKES WO/MILK, DRY FORM
- 6 POTATOES, MASHED, DEHYDRATED, GRANULES W/MILK, DRY FORM
- 7 POTATOES, MASHED, MILK ADDED
- 8 POTATOES, MASHED, MILK AND REGULAR MARGARINE ADDED
- 9 POTATOES, MASHED, PREP FR FLAKES W/MILK & MARG
- 10 POTATOES, MASHED, PREP FR GRAN W/MILK & MARG
- 11 POTATOES, MASHED, PREP FR GRAN W/MILK, WATER & MARG
- 12 POTATOES, MICROWAVED, COOKED IN SKIN, WO/SALT
- 13 POTATOES, MICROWAVED, COOKED IN SKIN, FLESH, W/SALT
- 14 POTATOES, MICROWAVED, COOKED IN SKIN, FLESH, WO/SALT
- 15 POTATOES, MICROWAVED, COOKED IN SKIN, W/SALT
- 16 POTATOES, O'BRIEN, FRZ, PREPARED
- 17 POTATOES, O'BRIEN, HOME-PREPARED
- 18 POTATOES, PARED, BOILED, W/SALT

Select Food Item #, '^' to Quit,
or 'RETURN' to continue list => 17

POTATOES, O'BRIEN, HOME-PREPARED
Amount (cups at 194 gms) => 1 ... 194 grams

Select Food Item:

Current Food List for Menu: ZZZZ Day: 1 Meal: 1

- 1 MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK - 1 cup
- 2 PANCAKES, MADE FR HOME RECIPE, ENR - 3 cakes
- 3 SAUSAGE, BROWN&SERVE, BEFORE BROWNING - 3 oz.
- 4 POTATOES, O'BRIEN, HOME-PREPARED - 1 cup

Do you wish to EDIT this list? NO// **Y**

Do you wish to change any amounts? NO// **Y**

Change item # : **1** from 1 cup to: **2 cup**

Change item # :

Do you wish to delete any items? NO//

Do you wish to add more food items? NO//

Current Food List for Menu: ZZZZ Day: 1 Meal: 1

- 1 MILK, BUTTERMILK, FLUID, CULTURED, FROM SKIM MILK - 2 cups
- 2 PANCAKES, MADE FR HOME RECIPE, ENR - 3 cakes
- 3 SAUSAGE, BROWN&SERVE, BEFORE BROWNING - 3 oz.
- 4 POTATOES, O'BRIEN, HOME-PREPARED - 1 cup

Do you wish to EDIT this list? NO//

Select DAY #:

Data entry can be interrupted at any time during this process without loss of the menu. Subsequent changes can be made to any menu by naming the chosen User Menu, Day and Meal. Printing a menu analysis is a separate operation handled by options: Print Analysis (32 Nutrients) (AN) or Print Nutrient Intake Study (10 Nutrients) (NI).

Deleting User Menus

Any user can delete any of his/her own User Menus by pressing the shift key and the @ sign at the User Menu Name: Replace prompt. Users should be encouraged to clean their files periodically.

Any user can also change or delete any User Menu entered by any other user. Permanently stored menus, such as cycle menus, are not protected in any way from accidental or deliberate change or deletion.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: EA Energy/Nutrient Analysis... [FHNUM]
Suboption: NI Print Nutrient Intake Study (10 Nutrients) [FHNU8]

This routine will print any User Menu in less detail. Ten nutrients are displayed instead of 32 (see sample Nutrient Intake Study). In addition, only meal totals are displayed for each nutrient. Individual food items are not displayed. For each day, information is given for totals, percent RDA and percent carbohydrate, protein, fat. A final summary displays the averages for the daily totals, percent RDA, and percent carbohydrate, protein, and fat. It may be included in a medical record, if approved by the facility's Medical Records Committee.

Prompt/User Entry:

Select USER MENU name: **ZZZ <RET>**
12-15-93

Select RDA Category: **F51 <RET>**
FEMALES 51+ YR.

Select Patient (Name or SSN): **NUTRITION,P**
<RET> Patient 11-02-33
000000000 SC VETERAN
Sex: F
Age: 61

DEVICE: HOME// **<RET>** HYPER SPACE
RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter ?? <RET> for help.

Enter patient's name. If non-patient,
enter * <RET>, then enter free text of
patient information.

Enter printer instructions OR <RET>
for printout to show on screen.

N U T R I E N T I N T A K E S T U D Y										15-Mar-95
Patient: Nutrition, P										Age: 61
	Energy	Pro	CHO	Fat	Female	Pot	Calc	Phos	Chol	H2O
	KCal	Gm	Gm	Gm	Sod	Mg	Mg	Mg	Mg	Ml
Day 1										
Meal 1	506	24.1	64.9	18.6	991	718	60	254	59	407
Meal 2	2718	198.4	186.4	137.4	6090	3740	1469	2262	536	1132
Meal 3	267	19.5	22.7	11.3	565	834	163	165	2	136
Total	3554	242.0	273.9	167.3	7646	5355	1691	2681	597	1676
% RDA		484			1529	268	211	335		
% Kcal		27	31	42						
Kcal:N Ratio = 92:1										
Day 2										
Meal 1	349	23.2	23.9	19.1	693	708	55	169	69	251
Meal 2	629	63.8	21.6	30.8	1200	940	56	480	191	284
Meal 3	176	10.7	24.0	4.3	997	537	207	246	7	136
Total	1155	97.7	69.5	54.2	2890	2184	318	896	267	670
% RDA		195			578	109	40	112		
% Kcal		34	24	42						
Kcal:N Ratio = 74:1										
Day Avg.	2354	169.8	171.7	110.8	5268	3770	1005	1788	432	1173
% RDA		340			1054	188	126	224		
% Kcal		29	29	42						
Kcal:N Ratio = 87:1										

'+' following a daily value indicates that incomplete data exists.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: EA Energy/Nutrient Analysis... [FHNUM]
Suboption: PM View/Print Menu [FHNU1P]

This option allows a user to display and/or print a menu contained in the User Menu file (112.6)

Prompt/User Entry:

Select USER MENU NAME: **ZZZ <RET>**
03-19-87

DEVICE: HOME// **<RET>** SET HOST

Discussion:

Enter ?? <RET> for User Menu Names.
You may add names that are not listed.

Enter printer instructions.

Menu: ZZZ

Day: 1

----- Meal 1 -----

LS DIABETIC SPANISH RICE - 2 svg.
MEXICAN CORN - 2 svg.
SPAGHETTI W/MEAT SAUCE - 1 svg.

----- Meal 2 -----

PUREED APRICOTS - 1 svg.
BLAND CREAM OF PEA SOUP - 1 svg.
SMOTHERED STEAK - 1 svg.
WAISTLINE BARBECUED CHICKEN - 1 svg.
LO SOD/LO PRO PORK CHOPS/SYRU - 1 svg.
CAULIFLOWER AU GRATIN - 1 svg.
SEASONED COLLARD GREENS - 1 svg.
CREAMED SPINACH - 1 svg.
PEAS WITH MUSHROOMS - 1 svg.
PLANTATION SHORTCAKE - 1 svg.
CHEESE DREAMS - 1 svg.
CHICKEN ALA MARYLAND - 1 svg.
BAKED WINTER SQUASH - 1 svg.

----- Meal 3 -----

PUREED ASPARAGUS - 1 svg.
PUREED BEEF - 1 svg.
PUREE MONGOL SOUP - 1 svg.
PUREED CARROTS - 2 svg.

Menu: ZZZ

Day: 2

----- Meal 1 -----

LS CASSEROLE CREOLE - 1 svg.
CREOLE SOUP - 2 svg.

----- Meal 2 -----

SLICED BEETS, CND - 1 svg.
BEEF BARLEY SOUP - 1 svg.
WAISTLINE BARBECUED CHICKEN - 1 svg.
LS SWISS STEAK - 1 svg.

----- Meal 3 -----

POTATO CHOWDER - 1 svg.
SPANISH BEAN SOUP - 1 svg.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: EA Energy/Nutrient Analysis... [FHNUM]
Suboption: VM View Meal [FHNU1D]

This routine allows for reviewing or printing a specific meal only. The user must select the User Menu Name, the Day, and the Meal. It allows a user to be selective in viewing, rather than reviewing an entire seven day menu to find one meal.

Prompt/User Entry:

Select USER MENU NAME: **NUTRITION,P <RET>**
R -1800KCAL DIABETIC 05-05-95

.

Select DAY #: **1 <RET>**

Select MEAL #: **2 <RET>**

DEVICE: HOME// **<RET>** HYPER SPACE
RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter menu name

Enter a number, 1-7.

Enter a number, 1-6.

Enter printer instructions OR press
<RET> to view menu on screen.

Menu: SMITH, R -1800KCAL DIABETIC Day: 1 Meal: 2

MILK, SKIM, PAST & RAW, FLUID PROTEIN FORTIFIED - 244 gms

VM View Meal

Select USER MENU NAME: **ZZZ <RET>**
Select DAY #: **1 <RET>**
Select MEAL #: **2 <RET>**

09-24-93

DEVICE: HOME// **<RET>** HYPER SPACE

RIGHT MARGIN: 80// **<RET>**

Menu: ZZZ Day: 1 Meal: 2

PUREED APRICOTS - 1 svg.
BLAND CREAM OF PEA SOUP - 1 svg.
SMOTHERED STEAK - 1 svg.
WAISTLINE BARBECUED CHICKEN - 1 svg.
LO SOD/LO PRO PORK CHOPS/SYRU - 1 svg.
CAULIFLOWER AU GRATIN - 1 svg.
SEASONED COLLARD GREENS - 1 svg.
CREAMED SPINACH - 1 svg.
PEAS WITH MUSHROOMS - 1 svg.
PLANTATION SHORTCAKE - 1 svg.
CHEESE DREAMS - 1 svg.
CHICKEN ALA MARYLAND - 1 svg.
BAKED WINTER SQUASH - 1 svg.

Menu: CM Clinical Management... [FHMGRC]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: FP Food Preferences... [FHSELM]
Suboption: DP Display Patient Preferences [FHSEL4]

This option can be used to view current preferences assigned for a specific patient.
The option (PP) Patient Profile and option (WD) Ward Diet Order List will also show food preferences.

Prompt/User Entry:

Select Patient (Name or SSN):
Nutrition, P <RET> 11-04-28
000000000 COLLATERAL

Discussion:

Enter patient's name. You may enter ?? <RET> to see listing of patients.

000-00-0000 Nutrition, P Male Age 66 2 CENTRAL

	Likes	DisLikes
All Meals	1 CHILI MAC, 1 GELATIN	NO GREEN FOODS, NO SHRIMPS
Noon	1 TEA	
Noon,Even	2 PIZZA BURGER, 2 TANGERINE	NO CHICKEN
	1 WHOLE-WHEAT BREAD	
Even	1 SKIM MILK	

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: FP Food Preferences... [FHSELM]
Suboption: EP Enter/Edit Patient Preferences [FHSEL3]

When a food preference is requested for a patient (either through the computer or by other means), it should be entered into the computer under this option if the preference is on the preference list.

After selecting the patient's name, the food preference is entered. Then the meals are selected which pertain to that preference.

HELPFUL HINTS

When using the option Enter/Edit Patient Preferences (EP), a current preference will be shown first, if one exists. If that preference is to be deleted, enter the @ sign. Although you are entering the new preference after the double slashes, it will not replace the preference which is in front of the double slashes. This can be confusing because it is unlike the way the editing is usually done in Dietetics software.

Field Definitions

Select Patient Name Field

This field designates the patient for whom food preferences are to be entered.

Prompt/User Entry:

Select Patient (Name or SSN):
Nutrition,P <RET> 09-18-26
 000000000
 COLLATERAL

Discussion:

Enter name. (Current preferences will be displayed if any are on file.)

000-00-0000	Nutrition,P	Male	Age 69	2 CENTRAL
	Likes			DisLikes
All Meals	1 CHILI MAC, 1 GELATIN			NO GREEN FOODS, NO SHRIMPS
Noon	1 TEA			
Noon,Even	2 PIZZA BURGER, 2 TANGERINE			NO CHICKEN
	1 WHOLE-WHEAT BREAD			
Even	1 SKIM MILK			

Select FOOD PREFERENCES: **WHOLEWHEAT**

BREAD <RET>

FOOD PREFERENCES: WHOLE-WHEAT
BREAD// **<RET>**

Select one preference. Enter ??
<RET> to display the preference list.
If preferences are already on file,
the last entry will be displayed.

To delete a preference, enter the @
sign after the preference name//.

To add a new preference, enter
the name after the // prompt even if
a different preference is
displayed.

MEALS: B// **<RET>**

Enter a string of meals (e.g., B, BN
or BNE) or A for all meals.

Quantity: 1// **<RET>**

Enter a number from 2-9 or take the
default of 1 by pressing <RET>.

Upon subsequent admission, the preferences which are Dislikes will appear on
the list format of Diet Activity Report/Labels (DA) and are preceded by "Pref:".
Because Like preferences frequently change, they will not be shown.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: FP Food Preferences... [FHSELM]
Suboption: TP Tabulate Patient Meal Preferences [FHSEL5]

This option tabulates preferences which are relevant for the meal designated.
This can only be done if the menu and recipes have been entered in the computer.
If the menu is in the computer, the program knows which food items are to be served for the meals.

The report will not simply total the name of the preference, e.g., "18 NO LIVER".
It will instead, tally the recipes involved:

DIET SWISS LIVER (2 OZ) 3
DIET SWISS LIVER (3 OZ) 1
GRILLED LIVER W/ONIONS (3 OZ) 14

Therefore, if there is no liver in the meal, it will ignore liver preferences.

The information on this report is important in determining and adjusting production needs for the meal.

Prompt/User Entry:

Select SERVICE POINT (OR ALL): **ALL**
<RET>

Tabulate By Menu Specific? N// **<RET>**

Select MEAL (B,N,E or ALL): **N <RET>**

Break Down By Production Diets? N// **Y**
<RET>

Select LIST Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Discussion:

If only one Service Point exists, this prompt will not appear.

If Yes, to tabulate by recipes. If No, to tabulate by Food Preferences.

Select one meal at a time or ALL.

Enter the proper printer designation
OR **<RET>** as shown for report to show on screen.

15-Mar-95 8:40am

M E A L P R E F E R E N C E S

Page 1

WEDNESDAY 15-Mar-95 NOON

Preference	HOSP T	NH C	NURHC	TOTAL

L I K E S				
Prod. Diet: CHOLESTEROL RESTRI				
WHOLE-WHEAT BREAD		1		1
Prod. Diet: CLEAR LIQUID				
BEEF BURGER		2		2
GELATIN		2		2
SPAGHETTI		1		1
TEA		1		1
WHOLE-WHEAT BREAD		3		3
Prod. Diet: LOW CHOLESTEROL				
BROCCOLI	1			1
CHILI MAC	1			1
ICE CREAM	3			3
MILK	1			1
POTATO CHIPS	1			1
SKIM MILK	1			1
Prod. Diet: MODERATE SODIUM (8				
BEEF BURGER	1			1
CHILI MAC	1			1
ICE CREAM	2			2
WHOLE-WHEAT BREAD	2			2
Prod. Diet: REGULAR				
BEEF BURGER	1	1		2
BROCCOLI		1		1
CHILI MAC		1		1

15-Mar-95 8:40am

M E A L P R E F E R E N C E S

Page 2

WEDNESDAY 15-Mar-95 NOON

Preference	HOSP T	NH C	NURHC	TOTAL
CHOC MILK		1		1
GELATIN	2	1		3
PANCAKE		1		1
PIZZA PUFFS	1			1
POTATO CHIPS	1			1
RYE BREAD		1		1
SHRIMP		1		1
SKIM MILK		1		1
SPAGHETTI		3		3
TACO	1			1
TANGERINE	2			2
TEA			1	1
WHITE BREAD	1			1
WHOLE-WHEAT BREAD	1	1	1	3

D I S L I K E S

Prod. Diet: CHOLESTEROL RESTRI

NO CHICKEN		1		1
WATER	1	1		2

Prod. Diet: CLEAR LIQUID

NO GREEN FOODS		1		1
----------------	--	---	--	---

Prod. Diet: HIGH FIBER

NO FISH		1		1
---------	--	---	--	---

Prod. Diet: LOW CHOLESTEROL

NO BEEF	1			1
NO CHICKEN	1			1
NO CONDIMENT	1			1
NO FISH	1			1
NO HAM	1			1
NO JELLO	1			1
NO PORK	1			1
NO SOUP	1			1
NO TACO	1			1
NO TURKEY	1			1
NO WHOLE WHEAT BREAD	1			1

Prod. Diet: MODERATE SODIUM (8

NO BEEF	1			1
NO SHRIMPS	1	1		2

Select Production Reports Option: TP Tabulate Patient Meal Preferences

Select SERVICE POINT (or ALL): ALL

Tabulate By Menu Specific? N// Y

Select Date: T (MAR 15, 1995)

Select MEAL (B,N,E or ALL): N

Break Down By Production Diets? N// Y

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

15-Mar-95 8:40am M E A L P R E F E R E N C E S Page 1
MENU SPECIFIC

WEDNESDAY 15-Mar-95 NOON

Recipe	HOSP T	NH C	NURHC	TOTAL
--------	--------	------	-------	-------

D I S L I K E S

Prod. Diet: MODERATE SODIUM (8

CREAMER		1		1
SALT SUB.		1		1
SUGAR IND		1		1

Prod. Diet: REGULAR

PORK CHOP SUEY/RICE	1	2		3
---------------------	---	---	--	---

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: LE List Encounters (132 Column) [FHASE7]

This option replaces the statistical management section previously included in Consult Management. The program's function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entries, such as nutritional status and nutritional assessments as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in two ways:

1. An Encounter Statistics Summary which includes:

- (a) Number of each Encounter type
- (b) Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
- (c) Number of outpatients, collaterals, and workload units involved in each encounter type
- (d) Number of other persons and workload units involved in each encounter type
- (e) Total persons and units for each encounter type
- (f) Subtotal of encounters, patients, and units under each encounter category
- (g) Grand total of encounters, patients, and units

2. List Individual Patient Encounters which includes:

- (a) All encounter data as listed in Summary
- (b) Breakdown of data by clinician
- (c) List of each patient entered for each encounter by date
- (d) Event comments for each encounter
- (e) List totals for each encounter type

Prompt/User Entry:

Starting Date: **1/1/92 <RET>**
(JAN 01, 1992)

Ending Date: **5/03/92 <RET>** (MAY
03, 1992)

Discussion:

Enter starting date of the reporting period.

Enter last date of reporting period.

List Individual Patient
Encounters? N// **YES <RET>**

The report requires a 132 column
printer.

Print on Device: HOME// **<RET>**
RIGHT MARGIN: 80// **<RET>**

No is the default for this
prompt. If YES is entered, the
encounters list will include the
individual patient's
identification and encounter
type under each clinician's
name.

Enter printer instructions OR
press return as shown to show
report on screen.

D I E T E T I C E N C O U N T E R S T A T I S T I C S
1-Jan-92 to 3-May-92

Page 1

	Number	Inpatients			Outpatients			Others		Total	
		Pat	Col	Units	Pat	Col	Units	Persn	Units	Persn	Units
Screening											
STATUS/SCREENING	13	10		265.4	3		79.6			13	345.0
Subtotal	13	10		265.4	3		79.6	0	0.0	13	345.0
Assessment											
NUTRITIONAL ASSESSMENT	51	40	8	1835.3	11		504.7			59	2340.0
Subtotal	51	40	8	1835.3	11		504.7			59	2340.0
Pat. Education											
INSTRUCTION - DIABETIC	4	4		125.0						4	125.0
INSTRUCTION - DIABETIC (F)	1	2		100.0	1		50.0			3	150.0
INSTRUCTION - NORMAL NUTR	1	1		35.0						1	35.0
INSERVICE INSTRUCTION	3	204		1225.0	102		612.5	102	612.5	408	2450.0
CONTINUING EDUC PROG ATTENDED	1	8		7.5						8	60.0
Subtotal	9	219		1492.5	103		62.5	102	612.5	421	2670.0
T O T A L	74	269	8	5493.2	116		1246.8	102	612.5	496	3205.0

D I E T E T I C E N C O U N T E R S T A T I S T I C S

Page 2

	Number	1-Jan-92 to 31-Jan-92			Others	Total		
		Inpatients	Outpatients			Persn	Units	
	Pat	Col	Units	Pat	Col	Units	Persn	Units
CLINICIAN, DIETETIC								
Assessment								
NUTRITIONAL ASSESSMENT	5	3	108.0	2		72.0	0.0	5 180.0
18-Jan-92 0000 PATIENT, DIETETIC.								
19-Jan-92 0001 CASE, CLINICAL								
24-Jan-92 0002 CONSULT, NEW								
25-Jan-92 0003 TEST, PAT								
25-Jan-92 0004 ADMIT, ONE								
Subtotal	5	3	108.0	2		72.0	0.0	5 180.0
Pat. Educatio								
INSTRUCTION - DIABETIC (F) 1		2	100.0	1		50.0	0.0	3 150.0
25-Jan-92 0000 PATIENT, FOLLOWUP								
25-Jan-92 0001 ADMIT, F								
25-Jan-92 0002 FOLLOWUP, P								
Subtotal	1	2	100.0	1		50.0	0.0	3 150.0
INTERN, DIETETIC M								
Assessment								
NUTRITIONAL ASSESSMENT	2	2	90.0			0.0	0.0	2 90.0
26-Jan-92 0000 CASE, TEST								
26-Jan-92 0001 OUTPATIENT, NEW								
Subtotal	2	2	90.0			0.0	0.0	2 90.0
DIETITIAN, WARD								
Screening								
STATUS/SCREENING	2	2	60.0			0.0	0.0	2 60.0
24-Jan-92 0000 INPATIENT, NEW								
24-Jan-92 0001 INPATIENT, OLD								
Subtotal	2	2	60.0			0.0	0.0	2 60.0
Assessment								
NUTRITIONAL ASSESSMENT	1	1	45.0			0.0	0.0	1 45.0
24-Jan-92 0000 NUTRITION, P.								
Subtotal	1	1	45.0			0.0	0.0	1 45.0
TOTAL ENCOUNTERS	11	10	403.0	3	122.0		0.0	13 425.0

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: DA Display Assessment [FHASMR]

This option allows the clinician to display and print any nutrition assessments on file for a selected patient. Please refer to Manual Section "Nutrition Assessment."

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION,P <RET>** 01-12-41 000000000
COLLATERAL

Choose from:

```
09-20-1990 @ 13:58
10-24-1990 @ 11:37
10-25-1990 @ 08:33
10-30-1990 @ 13:01
10-30-1990 @ 15:03
12-03-1990 @ 13:37
12-04-1990 @ 15:20
04-15-1991 @ 15:11
04-16-1991 @ 09:14
08-28-1991 @ 14:12
09-05-1991 @ 09:10
09-12-1991 @ 11:43
12-06-1991 @ 09:19
05-27-1992 @ 15:37
05-27-1992 @ 15:38
05-27-1992 @ 15:39
11-13-1992 @ 13:00
04-14-1993 @ 09:33
08-18-1993 @ 11:02
03-20-1995 @ 09:39
03-22-1995 @ 11:50
      ^ <RET>
```

SELECT Assessment Date: **11/13/92** <RET> NOV 13, 1992.13

```
DEVICE: HOME// <RET> SET HOST
```

NUTRITION, P Female Age 51

Date of Assessment: 13-Nov-92

Height:	5' 4" (163 cm)	
Weight:	150 lbs (68.2 kg)	Weight Taken: 13-Nov-92
Usual Weight:	165 lbs (75 kg)	Weight/Usual Wt: 91%
Ideal Weight:	132 lbs (60 kg)	Weight/IBW: 114%
Frame Size:	Large	Body Mass Index: 25.8 (45%)

Laboratory Data

Test	Result	units	Ref. range	Date
------	--------	-------	------------	------

No laboratory data available last 90 days

Energy Requirements: 1958 Kcal/day
Protein Requirements: 55 gm/day
Fluid Requirements: 2386 ml/day

Kcal:N 223:1
NPC:N 198:1

Menu: CM Clinical Management... [FHMGRC]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: EA Enter Assessment [FHASM1]

This option is used to perform a nutrition assessment. The results may be saved and printed. Please refer to Manual Section "Nutrition Assessment." Enter ?? <RET> at any prompt below to get help.

Prompt/User Entry:

Select Patient (Name or SSN): **Nutrition, <RET>** P 01-12-41
123456789 COLLATERAL

Height: 5' 4"// **<RET>**

Weight: 150#

Date Weight Taken: TODAY// **<RET>** (MAY 17, 1995)

Usual Weight: 145#

Wrist Circumference (cm):

Frame Size (SMALL,MEDIUM,LARGE) MED// **<RET>**

Calculation of Ideal Body Weight

H Hamwi
M Metropolitan 83
S Spinal Cord Injury
E Enter Manually

Method: **S <RET>**

Extent of Injury:

P Paraplegic
Q Quadriplegic
Select: **P <RET>**

Select Ideal Weight (109-118) 114 lb // **<RET>**

Does Patient have an Amputation? NO// **<RET>**

Do you wish Anthropometric Assessment? NO// **<RET>**

Collecting laboratory data ...

Calculate Energy Requirements Based On:

- 1 Actual Body Weight
- 2 Ideal Body Weight
- 3 Obese Calculation

Choose: **1 <RET>**

Calculate Energy Needs by:

- 1 Harris-Benedict
- 2 Kcal/Kg
- 3 Enter Manually

Choose: **3 <RET>**

Enter Energy Requirements (Kcal/day): **1000 <RET>**

Calculate Fluid Requirements By:

- 1) Adult (35 ml/kg/day)
Adolescent (40-60 ml/kg/day)
Children (70-110 ml/kg/day)
Infant (100-150 ml/kg/day)
- 2) 100 ml/kg first 10 kg +
50 ml/kg second 10 kg +
25 ml/kg remaining kg
- 3) 1 ml/Kcal
- 4) 0.5 ml/Kcal (Fluid Overload)
- 5) 1500 ml/sq meter
- 6) Set Your Own Fluid Level
- 7) Omit Calculation

Choose: **7 <RET>**

Calculate Protein Requirements Based On:

- 1 Actual Body Weight
- 2 Ideal Body Weight
- 3 Obese Calculation

Choose: **1 <RET>**

Protein Requirements (g/kg)
(Examples)

Acute Burn, Injury, Trauma	2-4
Convalescent Burn, Injury Trauma	2
Malabsorption Syndrome	1
Ulcerative Colitis	1-1.4
Ileocolostomy	1-1.4
Chronic Liver Disease	1-1.5
Acute Encephalopathy	0.5
Chronic Renal Failure	0.6
Nephritic Syndrome	1-1.4
Burn	1.4
Protein-Sparing	1.5
Anabolism	1.2-1.5

Enter Protein Level (g/kg) .8 // **<RET>**

Enter Protein Requirements (gm/day): 55 // **<RET>** 22 % of KCAL

Nutrition, P

Female

Age 54

Date of Assessment: 17-May-95

Height:	5' 4" (163 cm)	
Weight:	150 lbs (68.2 kg)	Weight Taken: 17-May-95
Usual Weight:	145 lbs (65.9 kg)	Weight/Usual Wt: 103%
Ideal Weight:	114 lbs (51.8 kg)	Weight/IBW: 132%
Frame Size:	Medium	Body Mass Index: 25.8 (45%)

Test	Laboratory Data Result units	Ref. range	Date
------	---------------------------------	------------	------

No laboratory data available last 90 days

Energy Requirements:	1000 Kcal/day	Kcal:N 114:1
Protein Requirements:	55 gm/day	NPC:N 89:1

Press RETURN to continue. <RET>

Do you want to do a NITROGEN BALANCE? NO// <RET>
Appearance: GOOD

Select NUTRITION CLASSIFICATION NAME: **MODERATE RISK** <RET>

Select NUTRITION STATUS CATEGORY: **III** <RET> Moderately Compromised

Comments:
1>

Do you wish to FILE this Assessment Y// <RET>

DEVICE: HOME// <RET> SET HOST

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: EE Enter/Edit Encounter [FHASE3]

This option is used to enter site specific activities. The date and time when reviewed and by whom will now be stored when an encounter is edited. Two new fields will be displayed in the option, Patient Encounter Inquiry. Please refer to Manual Section "Encounters."

Prompt/User Entry:

Enter a NEW Encounter (Y/N)? **N <RET>**

Enter Date of Encounter you want to edit: **T <RET>** (MAR 22, 1995)

Select one of the following:

C CLINICIAN
P PATIENT

CHOOSE CLINICIAN or PATIENT: **CLINICIAN <RET>**

Select CLINICIAN: **NUTRITION,P <RET>**

1 MAR 22,1995 INSTRUCTION - DIABETIC
2 MAR 22,1995 INSTR-WEIGHT

Select number you want: **2 <RET>**

CLINICIAN: NUTRITION,P //
ENCOUNTER TYPE: INSTR-WEIGHT//
EVENT LOCATION: 1 EAST//
INITIAL/FOLLOWUP: FOLLOWUP//
TIME UNITS: 15//
GROUP/INDIVIDUAL: INDIVIDUAL//
EVENT COMMENT: **TESTING <RET>**
Select PATIENT: NUTRITION,P1 //
PATIENT: NUTRITION,P1//
COLLATERALS: 1// **2 <RET>**
PATIENT COMMENT: **XXXXXXXXX <RET>**
GROUP SIZE: 3//

Is this correct? Y// **N <RET>**

Want to delete encounter? N// **Y <RET>**
<encounter deleted>

Enter Date of Encounter you want to edit:

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: ES Enter Patient Nutrition Status [FHASE6]

This option is used to enter the current Nutrition Status of a patient. Please refer to Manual Section "Nutrition Screening."

Prompt/User Entry:

```
Select Patient (Name or SSN): ADMIT <RET>
  1  ADMIT,ONE    01-01-50    000000000    COLLATERAL
  2  ADMIT,TWO    01-01-50    000000001    ALLIED VETERAN
CHOOSE 1-2: 1 <RET> ADMIT,ONE    01-01-50    000000000    COLLATERAL

Select NUTRITION STATUS CATEGORY: Mildly Compromised// <RET> II
Mildly Compromised

Is this a re-screen? (Y/N)// Y <RET>

Select Patient (Name or SSN): NUTRITION,P <RET> 09-18-26
000000000
    COLLATERAL

Select NUTRITION STATUS CATEGORY: Moderately Compromised// I
  1 I            Normal
  2 II           Mildly Compromised
  3 III          Moderately Compromised
  4 IV           Severely Compromised
CHOOSE 1-4: 1 <RET>

Select Patient (Name or SSN):
```

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: LE List Encounters [FHASE7]

This option replaces the statistical management section previously included in Consult Management. The program's function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entries, such as nutritional status and nutritional assessments as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in two ways:

1. An Encounter Statistics Summary which includes:

- (a) Number of each Encounter type
- (b) Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
- (c) Number of outpatients, collaterals, and workload units involved in each encounter type
- (d) Number of other persons and workload units involved in each encounter type
- (e) Total persons and units for each encounter type
- (f) Subtotal of encounters, patients, and units under each encounter category
- (g) Grand total of encounters, patients, and units

2. List Individual Patient Encounters which includes:

- (a) All encounter data as listed in Summary
- (b) Breakdown of data by clinician
- (c) List of each patient entered for each encounter by date
- (d) Event comments for each encounter
- (e) List totals for each encounter type

Prompt/User Entry:

Starting Date: **1/1/92 <RET>**
(JAN 01, 1992)

Ending Date: **5/03/92 <RET>** (MAY
03, 1992)

Discussion:

Enter starting date of the reporting period.

Enter last date of reporting period.

List Individual Patient
Encounters? N// **YES <RET>**

The report requires a 132 column
printer.

Print on Device: HOME// **<RET>**
RIGHT MARGIN: 80// **132 <RET>**

No is the default for this
prompt. If YES is entered, the
encounters list will include the
individual patient's
identification and encounter
type under each clinician's
name.

Enter printer instructions OR
press return as shown to show
report on screen.

D I E T E T I C E N C O U N T E R S T A T I S T I C S
1-Jan-92 to 3-May-92

Page 1

	Number	Inpatients			Outpatients			Others		Total	
		Pat	Col	Units	Pat	Col	Units	Persn	Units	Persn	Units
Screening											
STATUS/SCREENING	13	10		265.4	3		79.6			13	345.0
Subtotal	13	10		265.4	3		79.6	0	0.0	13	345.0
Assessment											
NUTRITIONAL ASSESSMENT	51	40	8	1835.3	11		504.7			59	2340.0
Subtotal	51	40	8	1835.3	11		504.7			59	2340.0
Pat. Education											
INSTRUCTION - DIABETIC	4	4		125.0						4	125.0
INSTRUCTION - DIABETIC (F)	1	2		100.0	1		50.0			3	150.0
INSTRUCTION - NORMAL NUTR	1	1		35.0						1	35.0
INSERVICE INSTRUCTION	3	204		1225.0	102		612.5	102	612.5	408	2450.0
CONTINUING EDUC PROG ATTENDED	1	8		7.5						8	60.0
Subtotal	9	219		1492.5	103		62.5	102	612.5	421	2670.0
T O T A L	74	269	8	5493.2	116		1246.8	102	612.5	496	3205.0

D I E T E T I C E N C O U N T E R S T A T I S T I C S

Page 2

	Number	1-Jan-92 to 31-Jan-92						Total		
		Inpatients			Outpatients			Others	Total	
		Pat	Col	Units	Pat	Col	Units	Persn	Units	Persn
CLINICIAN, DIETETIC										
Assessment										
NUTRITIONAL ASSESSMENT	5	3	108.0	2		72.0		0.0	5	180.0
18-Jan-92 0000 PATIENT, DIETETIC.										
19-Jan-92 0001 CASE, CLINICAL										
24-Jan-92 0002 CONSULT, NEW										
25-Jan-92 0003 TEST, P										
25-Jan-92 0004 ADMIT, ONE										
Subtotal	5	3	108.0	2		72.0		0.0	5	180.0
Pat. Educatio										
INSTRUCTION - DIABETIC (F)	1	2	100.0	1		50.0		0.0	3	150.0
25-Jan-92 0000 NUTRITION,P										
25-Jan-92 0001 ADMIT, F										
25-Jan-92 0002 NUTRITION,P										
Subtotal	1	2	100.0	1		50.0		0.0	3	150.0
INTERN, DIETETIC M										
Assessment										
NUTRITIONAL ASSESSMENT	2	2	90.0			0.0		0.0	2	90.0
26-Jan-92 0000 CASE, TEST										
26-Jan-92 0001 OUTPATIENT, N										
Subtotal	2	2	90.0			0.0		0.0	2	90.0
DIETITIAN, WARD										
Screening										
STATUS/SCREENING	2	2	60.0			0.0		0.0	2	60.0
24-Jan-92 0000 INPATIENT, NEW										
24-Jan-92 0000 INPATIENT, OLD										
Subtotal	2	2	60.0			0.0		0.0	2	60.0
Assessment										
NUTRITIONAL ASSESSMENT	1	1	45.0			0.0		0.0	1	45.0
24-Jan-92 0000 NUTRITION, P.										
Subtotal	1	1	45.0			0.0		0.0	1	45.0
TOTAL ENCOUNTERS	11	10	403.0	3	122.0			0.0	13	425.0

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: NM Nutrition Patient Management... [FHASCM]

Suboption: LL List Inpats By Nutrition Status Level [FHASNR4]

This option allows the user to view all the inpatients that are on a selected nutritional status today.

Select one of the following:

- 1 NORMAL
- 2 MILDLY COMPROMISED
- 3 MODERATELY COMPROMISED
- 4 SEVERELY COMPROMISED
- 5 UNCLASSIFIED

Choose a Nutrition Status Level: **4** <RET> SEVERELY COMPROMISED

Print by CLINICIAN or WARD? WARD// <RET>

DEVICE: HOME// <RET> RIGHT MARGIN: 80//

17-May-95 11:21am

Page 1

Current Inpatients At Nutrition Status: IV Severely Compromised

Ward	Room	Patient	ID#	Date Entered
1 EAST	101-02	NUTRITION,P	0000	1-Mar-95 10:56am
2 WEST	205-03	NUTRITION,P1	0001	18-Jun-93 2:39pm
	207-01	NUTRITION,P2	0002	10-Dec-93 4:45pm
3 NORTH	312-03	NUTRITION,P3	0003	1-Mar-95 11:02am
3 SOUTH	3S-01	NUTRITION,P4	0004	1-Mar-95 11:03am
4 EAST	3S-02	NUTRITION,P2	0005	1-Mar-95 11:03am
4 NORTH	4E-01	NUTRITION,P3	0006	1-Mar-95 11:02am

Enter RETURN to continue or '^' to exit: ^ <RET>

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: PE Patient Encounter Inquiry [FHASE5]

The Patient Encounter Inquiry option allows the user to view and print the recorded encounters for a selected patient for a specified time period. These entries can be reviewed but not edited. The date and time when an encounter was reviewed and by whom will now be displayed along with the encounter.

This option allows the clinician to view previous interventions which occurred while in outpatient or inpatient status.

Select Patient (Name or SSN): **NUTRITION, <RET>** P 12-01-47
000000000 COLLATERAL

Display Encounters Since: **July 9, <RET>** 96 (JUL 09, 1996)

DEVICE: HOME// **<RET>** HOME RIGHT MARGIN: 80// **<RET>**

000-00-0000 NUTRITION,P

9-Jul-96 FOOD-DRUG INSTRUCTION

Clinician: XXXX, XX

TEST

Individual, 3 collaterals

test

Entered : 9-Jul-96 10:03am By: XXXX, XX

16-Jul-96 COMMUNITY (FU)

Clinician: XXXX, XX

Group, 3 collaterals

Entered : 16-Jul-96 12:05pm By: XXXX, XX

Reviewed : 16-Jul-96 12:27pm By: XXXX, XX

16-Jul-96 COMMUNITY

Clinician: XXXX, XX

TAKE PEOPLE DOWN THE HALL.

Group, 2 collaterals

Entered : 16-Jul-96 11:40am By: XXXX, XX

Reviewed : 16-Jul-96 12:32pm By: XXXX, XX

HELPFUL HINTS AND NOTES

1. An encounter is automatically tallied for each assessment completed or nutrition status entered.
2. Encounters are usually clinical activities which are patient or clinician specific. Examples include:
 - HBHC Visit
 - Personal Care Home Visit
 - Nursing Home Inspection
 - Hospital Lectures
 - Community Lectures
 - Diet Instruction: Diabetic
 - " Sodium
 - " Weight Control
 - " Renal
 - " Etc...
3. Patient Encounter data will appear on the Nutrition Profile.
4. Clinical Managers may choose to complete time studies in order to establish 'time units' spent for each encounter.
5. One unit is assumed equal to one minute; however, each facility may assume a different measurement value for each time unit.
6. All time units can be edited. You are not forced to accept the default.
7. Under 'Enter Encounters', you must enter both a date and time. The time cannot be in the future for this option. 'N' for Now is also acceptable.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: PH Print Pat's Nutrition Status History [FHASNR3]

This option will print the Nutrition Status History for an inpatient or outpatient.
The user can select a starting and an ending date or take the default of FIRST, the first date on file, to Last, the last date on file.

Select Patient (Name or SSN): **NUTRITION, <RET>** P 01-12-41
000000000 COLLATERAL

Choose from:
1 12-11-1990 @ 08:54:15
541 05-24-1994 @ 12:10:09

Select ADMISSION (or C for CURRENT): **1 <RET>** 2901211.085415

Starting Date: FIRST// **<RET>**
Ending Date: LAST// **<RET>**

DEVICE: HOME// **<RET>** SET HOST

N U T R I T I O N S T A T U S H I S T O R Y

Status Level	Date Entered	Clinician Who Entered
III MODERATELY COMPROMISED	16-Apr-91 9:14am	XXXX, XX
I NORMAL	28-Aug-91 2:12pm	XXXX, XX
I NORMAL	5-Sep-91 9:10am	XXXX, XX
I NORMAL	12-Sep-91 11:43am	XXXX, XX
I NORMAL	30-Sep-91 10:19am	XXXX, XX
I NORMAL	16-Oct-91 11:42am	YYYY, YY
I NORMAL	16-Oct-91 11:43am	YYYY, YY
I NORMAL	16-Oct-91 11:46am	YYYY, YY
I NORMAL	16-Oct-91 11:48am	YYYY, YY
II MILDLY COMPROMISED	16-Oct-91 11:49am	YYYY, YY
III MODERATELY COMPROMISED	17-Oct-91 9:30am	XXXX, XX
III MODERATELY COMPROMISED	6-Dec-91 9:19am	XXXX, XX
I NORMAL	27-May-92 3:37pm	XXXX, XX
II MILDLY COMPROMISED	4-Aug-92 11:15am	XXXX, XX

Enter RETURN to continue or '^' to exit: <RET>

N U T R I T I O N S T A T U S H I S T O R Y

Status Level	Date Entered	Clinician Who Entered
II MILDLY COMPROMISED	16-Sep-92 11:44am	XXXX, XX
II MILDLY COMPROMISED	7-Dec-92 10:42am	XXXX, XX
I NORMAL	18-Aug-93 11:02am	YYYY, YY
I NORMAL	29-Oct-93 8:32am	
I NORMAL	29-Oct-93 8:55am	

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: PP Print Nutrition Profile [FHASP1]

This option provides a listing of pertinent patient data which the clinician may be wise to use during patient screening, assessment, or follow-up care. Please refer to Manual Section "Nutrition Screening."

This form will automatically print, following the Nutrition Screening form for each patient. It may also be selectively generated for individual patients by entering only the patient identification and device.

This report may be multiple pages depending upon the amount of data available. The information printed is generated from Dietetics, MAS, Laboratory and Pharmacy patient files.

The data listed on the Nutrition Profile is meant to be used by the clinician in screening, assessing and planning the patient's nutritional course either in the hospital or as an outpatient. This form is **not** intended to be entered into the patient's medical record. The clinician should use it as a worksheet and extract data as needed for progress notes.

NUTRITION PROFILE FORMAT:

Status: Inpatient admitted 14-Jun-90 2:44am

Nutrition Status: At Risk (9-Jul-90)

Allergies: None on file

Nutrition Assessments

Recent Assessments: 9-Jul-90

Height: 5' 8"
92%

Usual Weight: 140 lbs Weight/Usual Wt:

83%

Weight: 128.5 lbs Ideal Weight: 154 lbs Weight/IBW:

Date Taken: 9-Jul-90

Medications

No current medications in selected drug classes.

Test	Result	Laboratory Data units	Ref. range	Date
SODIUM	142	mEq/L	135 - 145	3-Jul-90
WBC	13.3 H	thous./mm3	3.5 - 11.1	3-Jul-90
HGB	12.7 L	gm%	12.8 - 17.5	3-Jul-90
HCT	39.1	%	38.4 - 50.9	3-Jul-90
MCV	94.0	fl	80.9 - 97.3	3-Jul-90
GLUCOSE-AC	97	mg/dL	65 - 110	12-Jun-90
POTASSIUM	4.5	mEq/L	3.5 - 5	3-Jul-90
UREA NITROGEN	14	mg/dL	8 - 20	3-Jul-90
GLUCOSE	91	mg/dL	65 - 110	3-Jul-90
CHOLESTEROL	193	mg/dL		21-Jun-90
CREATININE	1.0	mg/dL	.9 - 1.4	3-Jul-90
ALBUMIN	3.5	g/dL	3.5 - 5	21-Jun-90
LYMPH%	11.9	%	10.4 - 42.8	23-Jun-90

Dietetic Encounters Last Three Years

No Encounters recorded last three years.

Food Preferences

All Meals JUICE,VARIETY
 All Meals MILK,WHOLE
 Noon,Even NO CAULIFLOWER
 Noon,Even NO BROCCOLI
 Noon,Even NO BRUSSELS SPROUTS

Future Clinic Appointments

18-Oct-90 1:00pm CARDIOLOGY CONSULT
 13-Nov-90 3:00pm GMC DR. Y. HUSSAIN

Description of Format

- The patient's sex, age, and inpatient/outpatient status are generated from MAS Files. If the patient is an "Inpatient", the status is followed by the date and time admitted.
- Nutrition Status is generated from the Dietetics Files if status has been entered into the computer, either through Enter Patient Nutrition Status or Nutrition Assessment. Only the most recent status will be displayed, followed by the date that it was entered.
- Allergies will print if previously recorded or "None on file" will appear.
- Dates for completed Nutrition Assessments or "No assessments on file" will be printed. The dates for the last three completed and saved assessments will be displayed.

- Medications as selected through the Site Parameters will appear if applicable to the patient. At the present time only currently existing unit dose medications can be tracked. The specific drug names and dose or this statement, "No current medications in selected drug classes" will be printed in the profile.
- Laboratory data is displayed in the same format as on the screening form. The most recent values are displayed according to the guidelines established in the Site Parameters. If no data is available it will be noted on the profile.
- All Dietetic Encounters specific to the patient will be printed by type and date. All encounters for the last three years will be displayed or "No Encounters recorded last three years" will be printed.
- All food preferences previously recorded in the file will be displayed or "No food preferences on file" will appear.
- Under Future Clinic Appointments, each scheduled appointment date and time will be listed for each clinic that the patient is scheduled to attend. If no appointments are planned, "No clinic appointments scheduled" will appear.
- The patient's name, social security number and ward location (if inpatient) will appear at the bottom of the Nutrition Profile report.

Select Patient (Name or SSN): **NUTRITION, <RET>** Patient 11-04-28
000000000 COLLATERAL

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

17-May-95 NUTRITION PROFILE Page 1

Nutrition, Patient	Male	Age 66
--------------------	------	--------

Status: Inpatient admitted 16-May-95 6:19pm

Adm. Dx: SICK

Current Diet: No current order

Supplemental Feeding: No Order

Nutrition Status: Moderately Compromised (2-Mar-93)

Allergies: EGGS, GRAPES, SODA, SOY SAUCE

Nutrition Assessments

Recent Assessments: 19-Aug-92 27-May-92 27-May-92

Height: 185 cm (6' 1") Usual Wt: 95.5 kg (210 lbs) Weight/Usual Wt: 76%

Weight: 72.7 kg (160 lbs) Ideal Wt: 91.8 kg (202 lbs) Weight/IBW: 79%

Date Taken: 19-Aug-92

Nutrition Class: MARASMUS

Medications

No current medications in selected drug classes.

Laboratory Data

No selected laboratory data available last 90 days.

Dietetic Encounters Last Three Years

Press RETURN to continue.

17-May-95 NUTRITION PROFILE Page 2

Nutrition, Patient	Male	Age 66
--------------------	------	--------

18-May-92 FOOD-DRUG INSTRUCTION, Individual

20-May-92 INSTRUCTION - CHOL, Group

9-Jun-92 INSTRUCTION - CHOL, Group

9-Jun-92 INSTRUCTION - CHOL (FU), Group

9-Jun-92 COMMUNITY, Individual

22-Jun-92 INSTRUCTION - CHOL, Group

15-Jul-92 INSTRUCTION - DIABETIC, Individual

21-Aug-92 COMMUNITY, Group

13-Apr-93 INSTR-WEIGHT, Group

TESTING ONE TWO THREE

TESTING ONE OK

13-May-93 FOOD-DRUG INSTRUCTION, Individual

Press RETURN to continue.

17-May-95 NUTRITION PROFILE Page 3

Nutrition, Patient	Male	Age 66
--------------------	------	--------

Food Preferences

	Likes	DisLikes
All Meals	1 CHILI MAC, 1 GELATIN	NO GREEN FOODS, NO SHRIMPS
Noon	1 TEA	
Noon,Even	2 PIZZA BURGER, 2 TANGERINE	NO CHICKEN
	1 WHOLE-WHEAT BREAD	
Even	1 SKIM MILK	

Future Clinic Appointments

No scheduled appointments.

Press RETURN to continue. ^ <RET>

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: NM Nutrition Patient Management... [FHASCM]
Suboption: PS Print Screening Report [FHASXR]

This option will print a nutrition screening form for a patient, including some data from prior assessments and a format for recording clinical information. Please refer to Manual Section "Nutrition Screening."

Print by PATIENT or COMMUNICATION OFFICE or ALL or WARD? WARD// **<RET>**

Select DIETETIC WARD: **4 WEST <RET>**

Admissions since Date/Time: **5/12 <RET>** (MAY 12, 1995)

Include Nutrition Profiles? (Y/N)// **N <RET>**

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

SCREENING FORMAT

SUBJECTIVE DATA:

Chewing problems: Y N	Pre-Admission Diet_____
Dysphagia: Y N	Wt. + - _____# in last_____months
Appetite: + -	Nausea: Y N Vomiting: Y N
Feeding Assistance Required: Y N	Diarrhea: Y N Constipated Y N
Food Allergies:	

OBJECTIVE DATA:

Current diet:xxxxxxxxxxxxxxxxxxx	
Adm. Dx: xxxx	Adm Date: 13-Apr-90 2:58pm
Age:xx Sex: x	Prior Assessment: xx-xx-xx
Height: x' x"	Frame Size: xxxx
Weight: xxx	Weight Taken:
Usual Weight:	Weight/Usual Wt:
Ideal Weight:	Weight/IBW:
Amputation %:	

LABORATORY DATA

TEST	RESULT	UNITS	REF.	RANGE	DATE
------	--------	-------	------	-------	------

Appearance:

- Current diet will be the most recent diet in the computer or the default diet (if your facility has selected this through site parameters).
- Admission date, diagnosis, sex and age comes from the MAS package.
- Height, weight, frame size, and amputation % comes from the last assessment done. In the future, information may be coming from Nursing Data Bases or other Dietetic Files.
- Laboratory results listed are only those selected as site parameters to be printed on the screening form. (See Clinical Management.) Other Laboratory results may be available but will not be printed on the form. The computer will print the most recent value within the time frame selected by your Site Parameters. For each test, name, result and unit measurement, normal reference range, and date of test will print. If appropriate, the following will be printed by the lab results:
H (high), L (low), and * (critical value)

- Appearance is a blank area for manual completion. Some facilities may want their staff to enter standardized terminology for consistency of the screening process.

ASSESSMENT:

Nutritional Status

_____Not Compromised

_____Compromised

_____At Risk

_____Malnourished

Nutrition Education

Further Education Required: Y N

COMMENTS:

- The status list has been pre-selected as a Site Parameter.
Indicate by an "X" the status you have selected. In order for this information to be put into the patient's file and tallied as an Encounter, you must enter the status under option "ES Enter Patient Nutritional Status."
- Circle "Y" or "N" if further nutrition education is required. The underlined area is to be used to enter type of education needed.
- The user can write in any other appropriate information in the Comments section.

PLAN:

Nutritional Plan
____ Screening Data Not Available
____ Provide Basic Care Services
____ Nutrition Education
____ Recommend Diet Change
____ Further Assessment

Recommendations:

Signature

Date

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: PE List Patient Events [FHORX2]

This option will list all patient dietetic events for a specified period of time.

This provides a log of all diet activity events for a single patient for a specified time period. Listing includes all diet orders, changes, transfers, tubefeeding, food preferences, standing orders, additional order, and isolation/precautions.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, P <RET>** 01-12-41 000000000
COLLATERAL

Starting Date: **4/24 <RET>** (APR 24, 1995)

Ending Date: T// **<RET>** (MAY 01, 1995)

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

Dietetic Events for NUTRITION, P

From 24-Apr-95 to 1-May-95

24-Apr-95 11:50am Diet: REGULAR (Tray)
24-Apr-95 11:50am Std. Order: 1 APPLE (B) Canceled
24-Apr-95 11:50am Std. Order: 2 POTATO PANCAKE (B) Canceled
24-Apr-95 11:50am Std. Order: 3 PEANUTS (B) Canceled
24-Apr-95 11:50am Std. Order: 1 COKE (B) Canceled
24-Apr-95 11:50am Std. Order: 1 APPLE (N) Canceled
24-Apr-95 11:50am Std. Order: 4 LADY FINGERS (N) Canceled
24-Apr-95 11:50am Std. Order: 2 LEMON COOKIES (N) Canceled
24-Apr-95 11:50am Std. Order: 1 APPLE (B)
24-Apr-95 11:50am Std. Order: 2 POTATO PANCAKE (B)
24-Apr-95 11:50am Std. Order: 3 PEANUTS (B)
24-Apr-95 11:50am Std. Order: 1 COKE (B)
24-Apr-95 11:50am Std. Order: 1 APPLE (N)
24-Apr-95 11:50am Std. Order: 4 LADY FINGERS (N)
24-Apr-95 11:50am Std. Order: 2 LEMON COOKIES (N)
25-Apr-95 2:27pm Diet: NPO
25-Apr-95 2:27pm Std. Order: 1 APPLE (B) Canceled
25-Apr-95 2:27pm Std. Order: 2 POTATO PANCAKE (B) Canceled
25-Apr-95 2:27pm Std. Order: 3 PEANUTS (B) Canceled
25-Apr-95 2:27pm Std. Order: 1 COKE (B) Canceled
25-Apr-95 2:27pm Std. Order: 1 APPLE (N) Canceled
25-Apr-95 2:27pm Std. Order: 4 LADY FINGERS (N) Canceled
25-Apr-95 2:27pm Std. Order: 2 LEMON COOKIES (N) Canceled
25-Apr-95 2:28pm Diet: REGULAR (Tray)
25-Apr-95 2:28pm Std. Order: 1 APPLE (B)
25-Apr-95 2:28pm Std. Order: 2 POTATO PANCAKE (B)
25-Apr-95 2:28pm Std. Order: 3 PEANUTS (B)
25-Apr-95 2:28pm Std. Order: 1 COKE (B)
25-Apr-95 2:28pm Std. Order: 1 APPLE (N)
25-Apr-95 2:28pm Std. Order: 4 LADY FINGERS (N)
25-Apr-95 2:28pm Std. Order: 2 LEMON COOKIES (N)
25-Apr-95 2:35pm Diet: NPO
25-Apr-95 2:35pm Std. Order: 1 APPLE (B) Canceled
25-Apr-95 2:35pm Std. Order: 2 POTATO PANCAKE (B) Canceled
25-Apr-95 2:35pm Std. Order: 3 PEANUTS (B) Canceled
25-Apr-95 2:35pm Std. Order: 1 COKE (B) Canceled
25-Apr-95 2:35pm Std. Order: 1 APPLE (N) Canceled
25-Apr-95 2:35pm Std. Order: 4 LADY FINGERS (N) Canceled
25-Apr-95 2:35pm Std. Order: 2 LEMON COOKIES (N) Canceled

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: PM Patient Movements [FHPATM]

The purpose of this routine is to provide an up-to-date listing of patient admissions, discharges, transfers and passes. This list can be obtained at any time.

The Patient Movements Report has several uses for Dietetic Service users. The report can be used to check discharges/transfers just prior to tray delivery or supplemental feeding delivery. "Wasted" trays/supplemental feeding can be minimized or avoided. Savings in cost of labor and supplies may be realized.

The clinical dietitians and technicians may use the listing for screening or patient visitations. The clinical Section Chief may want to use it to identify the patient turnover in different bed sections for planning workload distribution.

This routine is also an option that may be assigned to non Dietetic users. For example: Building Management Service may use it to schedule bed cleaning, Pharmacy Service to redirect unit dose medications to current bed locations, Chaplain Service to visit new admissions and Voluntary Service for location of patients.

Description of a Patient Movements Listing

A "Patient Movements" list is shown in the sample. The starting date of the report and the present date and time are printed under the title. The first column shows the patient's name, Social Security Number (SSN), date/time of the actions, and the bed numbers for "FROM" and "TO".

There are three categories of movement:

- Admissions
- Discharges
- Transfers (includes Passes)

The report shows admissions, discharges, and transfers as separate transactions for each patient. Within each category, the transactions are listed chronologically and show old ward and room and new ward and room. Passes are displayed in the transfer section as from "Ward" to "Pass" and from "Pass" to "Ward". Intraward transfers, which MAS calls "bed switches", will not show under the transfers. They will print on the Diet Activity Report.

The report may contain time entries following the date. This signifies that the effective date/time entered by the user was "NOW". If no time is shown, the user

entered "T" (for today). Encourage MAS users to use the "NOW" rather than "T", so it is clear which meal is affected by the action. Patients without time entries are listed at the top of the Patient Movements (PM) list. Date requested cannot be no more than five days in the past.

The sample shows the movements since the date and time requested.

Using the Program

The Patient Movements (PM) routine is completed as follows:

```
START with DATE@TIME: 5/14 <RET> (MAY 14, 1995)
```

```
Select LIST Printer: HOME// <RET> SET HOST
```

P A T I E N T M O V E M E N T S

14-May-95 to 17-May-95 4:40pm

Name	ID#	Date/Time	FROM Ward-Bed	TO Ward-Bed
--- A D M I S S I O N S ---				
NUTRITION, P	0000	16-May 12:44pm		5 CENTRA 501-01
NUTRITION, P1	0001	16-May 6:01pm		5 CENTRA 502-02
NUTRITION, P2	0002	16-May 6:16pm		2 CENTRA 2C1-02
NUTRITION, P3	0003	16-May 6:19pm		2 CENTRA 2C1-03
NUTRITION, P4	0004	16-May 6:21pm		1 CENTRA 1C1-01
NUTRITION, P5	0005	16-May 6:23pm		1 CENTRA 1C1-02
NUTRITION, P6	0006	16-May 6:25pm		1 CENTRA 1C1-03
NUTRITION, P7	0007	16-May 6:40pm		3-BBC 3B1-01
NUTRITION, P8	0008	16-May 6:41pm		3-BBC 3B1-02
NUTRITION, P9	0009	17-May 10:38am		4 EAST 4E-03
--- D I S C H A R G E S ---				
NUTRITION, P	0000	16-May 5:59pm		3 NORTH
TEST, TT	0001	16-May 6:00pm		1 EAST 103-02
--- T R A N S F E R S ---				
NUTRITION, P	0000	16-May 5:27pm	AUTH LEAVE 1	EAST 101-05
NUTRITION, P	0000	16-May 5:28pm	1 EAST 101-05	2 EAST 2E-01
ADMIT, TWO	0002	16-May 5:38pm	AUTH LEAVE 1	EAST 101-05
ADMIT, TWO	0002	16-May 5:39pm	1 EAST 101-05	6-BBC 601-02
NHCU, FINAL	0003	16-May 5:40pm	1 EAST 6-BBC	602-01
NHCU, F	0004	16-May 5:41pm	1 EAST 3 WEST	3W-01

HELPFUL HINTS AND NOTES

1. Be consistent with method used to enter date(s) to help trainees remember one method.
2. Only the beginning time of the list may be selected. The ending time is the present time. Therefore, a list cannot be obtained for a particular time such as 6:00 a.m. to 6:00 p.m. yesterday.
3. Understand how ADT functions at your facility. For example, when an admission is shown on the Patient Movements, check to see if the admission has already occurred, or whether the patient will arrive at his bed several hours later.
4. The Patient Movements list does not go back beyond five days.
5. Be alert to special situations such as NHCU or intermediate care beds because the movement may be handled differently.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SF Supplemental Feedings... [FHNOM]
Suboption: IN Supplemental Feeding Inquiry [FHNO1I]

This option displays the current diet, name of supplemental feeding menu, nourishment patient is receiving, quantity of each food, and the time the feeding(s) is scheduled for delivery to the patient. This routine is for viewing only and does not permit change. Its purpose is to provide Dietetic Service personnel with information about patient's total daily feedings and when they were last reviewed. Looking at feedings through this option does not change the "Last Modified" date.

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 11-02-33
000000000 SC VETERAN

NUTRITION, PATIENT (1 EAST)

Current Diet: 1800 CAL ADA

Feeding Menu: ANTI-DUMPING

Reviewed: 15-Mar-95 12:07pm

10AM	2PM	8PM
1 CEREAL II/BOWL/SPOON	1 CRAX PEANUT BUTTER	1 SANDWICH DB HALF
1 MILK, SKIM	1 JUICE, ORANGE 4OZ	
2 CRAX PEANUT BUTTER		

Diet Pattern Associated: YES

Menu: CM Clinical Management... [FHMGRRC]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SF Supplemental Feedings... [FHNOM]
Suboption: LA Run SF Labels/Consolid Ingrid List [FHNO2]

Labels may be printed with an ingredient list, or an ingredient list alone may be printed with this option. An ingredient list is used by the Ingredient Control Unit to pull quantities needed for the production area. Gummed labels produced are placed on bags, sandwiches and other items to identify the patient and food items. Labels provide patient name, location, items, quantity to be delivered and time period. No labels will be printed for an NPO patient if this version is running and the Site Parameter (SP) response to suspension of nourishments is "Yes".

Three time periods are available to run labels (i.e., 10:00 a.m., 2:00 p.m. and 8:00 p.m.). A facility may choose one time period or all time periods. Time periods chosen to run labels can be divided into multiple service points (there must be at least one service point). A service point is an intermediate distribution point between the production area and the patient.

Labels may be aligned in the printer before initiating the program or at the moment designated by the program. It is helpful to mark the printer housing with some type of alignment markings. Several label runs may be required to establish the correct location for these marks.

If the patient is on an isolation procedure that Nursing delivers, "NURSE" will be printed on the label.

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE:
SUPPLEMENTAL FEEDINGS <RET>

Select Supplemental Feeding Time
(10,2,8, ALL): **10 <RET>**

Do you want Ingredient list only?
N// **<RET>**

Place Labels in Printer? Y// **<RET>**

Select LIST Printer: HOME// **<RET>**

Discussion:

Enter S or W as shown.

Select a Supplemental Feeding Site. Enter ?? <RET> to get a listing of feeding sites or to get help at any of the prompts.

No will print labels with ingredient list at the end. Labels may be printed on paper, instead of labels.

HYPER SPACE RIGHT MARGIN: 80//
<RET>

Select Supplemental Feeding Option:
LA <RET> Run SF Labels/Consolid
Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **W** <RET>

Select WARD: **10E** <RET>

Select Supplemental Feeding Time
(10,2,8,ALL): **ALL** <RET>

Do you want Ingredient list only?
N// **Y** <RET>

Consolidated List only? Y// <RET>

Select LIST Printer: HOME// <RET> PC
ETHER NET RIGHT MARGIN: 80// <RET>

Enter printer device OR press
<RET> for labels to show on
screen.

OR if W is entered in the first
prompt:

"Y" will print a consolidated list of
ingredients, summed for the
ward.

"N" will print a list for the selected
time or three lists for all the times.

Enter the proper printer
designation OR press <RET> and
the labels will show only on the
screen. A delay of 10-25 seconds is
normal.

LA Run SF Labels/Consolid Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: **S** <RET>

Select SUPPLEMENTAL FEEDING SITE: **SUPPLEMENTAL FEEDINGS** <RET>

Select Supplemental Feeding Time (10,2,8,ALL): **ALL** <RET>

Do you want Ingredient list only? N// **Y** <RET>

Consolidated List only? Y// <RET>

Select LIST Printer: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

**** CONSOLIDATED ****
**** INGREDIENTS LIST ****
SUPPLEMENTAL FEEDINGS
15-Mar-95 ALL

APPLESAUCE/SPOON 3
BANANA 1
CEREAL I/BOWL/SPOON 6
CRAX, GRAHAM, PKG 2
CUSTARD/SPOON 1
DESSERT OF THE DAY 10
FRUIT,FRESH 2
ICE CREAM/SPOON 2
MILK, SKIM 5
MILK,2% 5
SANDWICH DB HALF 1
SANDWICH DB II 1

**** PATIENTS = 11 ****

Select Production Reports Option: LA Run SF Labels/Consolid Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL

Do you want Ingredient list only? N// Y

Consolidated List only? Y// N

Select LIST Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 10 AM

APPLESAUCE/SPOON 2
BANANA 1
CEREAL I/BOWL/SPOON 6
ICE CREAM/SPOON 2
MILK, SKIM 1
MILK,2% 5

**** PATIENTS = 8 ****

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 2 PM

APPLESAUCE/SPOON 1
DESSERT OF THE DAY 5
FRUIT,FRESH 2
SANDWICH DB II 1

**** PATIENTS = 6 ****

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 8 PM

CRAX, GRAHAM, PKG 2
CUSTARD/SPOON 1
DESSERT OF THE DAY 5
MILK, SKIM 4
SANDWICH DB HALF 1
**** PATIENTS = 9 ****

Select Production Reports Option: LA Run SF Labels/Consolid Ingred List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL

Do you want Ingredient list only? N//

Place Labels in Printer

Select LABEL Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

NUTRITION, P NEW 1 EAST/101-04
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON
1 ICE CREAM/SPOON

NUTRITION, P1 NEW 1 EAST/103-01
0001 15-Mar-95 10 AM
1 BANANA
1 CEREAL I/BOWL/SPOON
1 MILK, SKIM

NUTRITION, P2 NEW 1 EAST/
0002 *NURSE 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON
1 MILK, 2%

ADMIT, T NEW 1 EAST/
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON
1 ICE CREAM/SPOON

This is an example of labels print when separate Supp Fdg labels is indicated in the Supplemental Feeding Site parameter.

LA Run SF Labels/Consolid Ingrid List

Select by S=SUPPLEMENTAL FEEDING SITE or W=WARD: S

Select SUPPLEMENTAL FEEDING SITE: SUPPLEMENTAL FEEDINGS

Select Supplemental Feeding Time (10,2,8,ALL): ALL

Do you want Ingredient list only? N//

Place Labels in Printer

Select LABEL Printer: HOME// HYPER SPACE RIGHT MARGIN: 80//

NUTRITION, P NEW 1 EAST/101-04
0000 15-Mar-95 10 AM
1 APPLESAUCE/SPOON

NUTRITION, P NEW 1 EAST/101-04
0000 15-Mar-95 10 AM
1 ICE CREAM/SPOON

NUTRITION, P1 NEW 1 EAST/103-01
0001 15-Mar-95 10 AM
1 BANANA

NUTRITION, P1 NEW 1 EAST/103-01
0001 15-Mar-95 10 AM
1 CEREAL I/BOWL/SPOON

**** INGREDIENTS LIST ****

SUPPLEMENTAL FEEDINGS
15-Mar-95 10 AM

APPLESAUCE/SPOON 2
BANANA 1
CEREAL I/BOWL/SPOON 6
ICE CREAM/SPOON 2
MILK, SKIM 1
MILK, 2% 5

**** PATIENTS = 8 ****

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SF Supplemental Feedings... [FHNOM]
Suboption: SF Change Patient Supplemental Feedings [FHNO1E]

This option is for adding, changing, or deleting nourishments. Enter the patient's name, a supplemental feeding menu and the nourishment items. Patients having a current nourishment will appear with that order in the prompt sequence. Patients without orders will appear in the prompt sequence as having no previous order. Each time a change is made to a feeding, the "Last Modified" date will change to the date of the entry.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 01-12-41
000000000 COLLATERAL

NUTRITION, PATIENT (5 CENTRAL)

Current Diet: NPO

Feeding Menu: None

Supplemental Feeding Menu: **1000**
CALORIE ADA SODIUM <RET>

Enter the name of a Supplemental Feeding Menu or IND (Individual). If a Supplemental Feeding Menu is entered, the program stops here. If IND is entered, the program continues so that the nourishment items can be selected individually.

OR

Supplemental Feeding Menu: 1000 CALORIE ADA SODIUM // **INDIVIDUALIZED <RET>**

10am Feeding #1: MILK,WHOLE// **<RET>**
10am #1 Qty: 2// **<RET>**

10am Feeding #2: SHERBET/SPOON// **<RET>**
10am #2 Qty: 1// **<RET>**

10am Feeding #3:

2pm Feeding #1: SANDWICH,LS I// **<RET>**
2pm #1 Qty: 1// **<RET>**

2pm Feeding #2: CUSTARD/SPOON// **<RET>**
2pm #2 Qty: 1// **<RET>**

2pm Feeding #3:
8pm Feeding #1: MILK, SKIM// **<RET>**
8pm #1 Qty: 1// **<RET>**

8pm Feeding #2: JUICE OF THE DAY// **<RET>**

8pm #2 Qty: 1// **<RET>**

8pm Feeding #3:

Dietary or Therapeutic? D// **<RET>**

Enter <RET> if you want the default D,
or enter T. Dietary means part of the
diet. Therapeutic means in addition to.
It is used to identify cost distribution.

NUTRITION, PATIENT (5 CENTRAL)

Current Diet: NPO

Feeding Menu: 1000 CALORIE ADA SODIUM

Reviewed: 18-May-95 9:35am

10AM	2PM	8PM
-----	-----	-----
2 MILK, WHOLE	1 SANDWICH, LS I	1 MILK, SKIM
1 SHERBET/SPOON	1 CUSTARD/SPOON	1 JUICE OF THE DAY

Up to four food items can be given at each time frame.

In subsequent examples, patient identification and confirmation will be assumed. Examples will begin with the first pertinent prompt of the routine.

Change Existing Feedings

If a feeding already exists, the program will display that feeding to the user.

If a Supplemental Feeding Menu is selected, only the pre-defined food items will be given. Any desired changes must be done by changing to an "individualized" menu entry.

When feeding orders are changed in the Supplemental Feedings (SF) option the date shown in the "REVIEW" section on the Ward Supplemental Feeding Lists (WL) is the date of the last transaction.

Delete Existing Feedings

All deletion procedures use the SHIFT and "@" following the slash (//) marks. If all feedings are to be canceled for a given patient, do so at the Supplemental Feeding Menu prompt.

Using the **Special Order Entry**

This option is designed to accommodate requests for foods not on the Supplemental Feeding List. This is for items for special use. A procedure should be established for approval of these items. It is partly a manual process. It requires keeping a manual list of patients receiving special orders, and the items for each patient. When a **SPECIAL ORDER** is entered for a patient, this is the only information appearing on the label. A clerk is alerted by the **SPECIAL ORDER** notation and can add the specific food item to the label by hand.

This notation may also be used in conjunction with a food item.

For example:

2PM FEEDING	#1	SANDWICH
	#2	**SPECIAL ORDER**

(This may alert the clerk to add the kind of sandwich, such as peanut butter.)

Relationship of Supplemental Feeding (SF) to Diet Orders. With the Version 5.0, Supplemental Feeding menus can be associated with Diet Orders with the result that an SF menu will be automatically entered for a patient when the diet is ordered. If the Supplemental Feeding for that patient have not been individualized, then the feedings will automatically changed to reflect new Diet Orders. If the Supplemental Feedings have been individualized, they will not change with changing Diet Orders. The only help a user has in recognizing the new to compare Supplemental Feeding with Diet Orders is an (I) following the feeding. This (I) denotes individualized and should trigger a review of new diet changes printing on Diet Activity. The (I) also shows on Ward Diet List.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SF Supplemental Feedings... [FHNOM]
Suboption: SH History of Supplemental Feedings [FHNO12]

This option shows all past supplemental feedings ordered for a patient. After entering the patient's name, a list of admissions appear. After selecting the admission, a list of supplemental feeding orders appear by the date ordered. Upon selection of an order, a detailed display can be viewed.

Prompt/User Entry:

```
Select Patient (Name or SSN): NUTRITION, <RET> PATIENT      07-21-55
000000000 COLLATERAL
      5              12-14-1990 @ 10:16:21

Select ADMISSION (or C for CURRENT): C <RET>
```

Ord	Date/Time	Ordered	Supplemental Feeding Menu	Date/Time Canceled
1	19-Dec-90	2:49pm	1900 CALORIE ADA	26-Apr-91 1:50pm
2	26-Dec-91	1:10pm	ANTI-DUMPING	20-Apr-92 8:51am
3	8-May-92	8:20am	ANTI-DUMPING	28-Sep-92 4:12pm
4	31-Mar-93	4:20pm	1000 CALORIE ADA	13-May-93 1:20pm
5	1-Jul-93	2:41pm	1600 CALORIE ADA	1-Jul-93 2:49pm
6	1-Jul-93	2:49pm	1600 CALORIE ADA	16-Sep-94 10:46am
7	28-Nov-94	4:48pm	SIX SMALL MEALS	29-Nov-94 8:52am
8	22-Dec-94	10:31am	1800 CALORIE ADA SODIUM	15-Feb-95 1:41pm
9	21-Feb-95	12:15pm	SIX SMALL MEALS	21-Feb-95 3:58pm
10	21-Feb-95	3:60pm	SIX SMALL MEALS	27-Feb-95 8:42am

Detailed Display of which Order #? **10 <RET>**

Feeding Menu: SIX SMALL MEALS

Reviewed: 21-Feb-95 3:60pm

10AM	2PM	8PM
1 CEREAL I/BOWL/SPOON	1 DESSERT OF THE DAY	1 DESSERT OF THE DAY
1 MILK, 2%		

Diet Pattern Associated: YES

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SF Supplemental Feedings... [FHNOM]
Suboption: WL Ward Supplemental Feeding Lists [FHNO3]

The purpose of this option is to list all patients who receive supplemental feedings. If the patient is on an isolation which requires delivery by Nursing Service, "NURSE" will appear under the "ISOLAT" column. The date shown under "REVIEW" is the last date any transaction was made for that patient. When the date is over two weeks old, an asterisk will flag it for attention.

This facilitates the review mandated by M-2, Part III (3.06c). Ward Supplemental Feeding Lists (WL) can be viewed or printed.

Prompt/User Entry:

Select by S=SUPPLEMENTAL FEEDING SITE
or W=WARD: **S <RET>**

Select SUPPLEMENTAL FEEDING SITE (or
ALL): **Supp Site 1 <RET>**

Print Patients: (A=Alphabetically
R=Room-Bed) **R//**

Select LIST Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Discussion:

Enter S or W as shown.

Select one Supplemental Feeding Site or ALL. Enter ?? <RET> to get listing of Feeding Sites.

Take default by pressing <RET> to print report by Room-Bed or A for alphabetical order of patients' names.

Enter the proper printer designation. (If only <RET> is pressed as shown, the information will show only on the screen. A delay of 10-25 seconds is normal.)

The total quantities of supplemental feedings may be printed for each ward, including time period, if the Site Parameter is set for printing ingredients on ward lists.

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 1

Ward: NEW 1 EAST

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
	NUTRITION, P	0000	DB 1800 LS		03-23*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
	NUTRITION, P1	0001	F/L		03-15*
10AM	1 APPLESAUCE/SPOON; 1 ICE CREAM/SPOON				
312-01	NUTRITION, P2	0002	ANTI	*NURSE	03-10*
10AM	1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
2PM	1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
8PM	1 SANDWICH DB HALF				

312-02	NUTRITION, P3	0003	DB 1800 LS		04-26
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

W A R D S U P P L E M E N T A L F E E D I N G L I S T Page 2

Ward: NEW 4 WEST

3-May-95 1:23pm

ROOM	PATIENT	ID#	SUPP MENU	ISOLAT	REVIEW
312-03	TEST, ADMIT	0000	DB 1800 LS		03-22*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
314-01	NUTRITION, P	0000	DB 1800 LS	*NURSE	03-22*
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				
314-02	TEST, TSIX	0000	ANTI		03-10*
10AM	1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT BUTTER				
2PM	1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ				
8PM	1 SANDWICH DB HALF				
315-01	NUTRITION, P1	0001	DB 1800 LS		04-26
8PM	1 MILK, SKIM; 1 CRAX, GRAHAM, PKG				

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SF Supplemental Feedings... [FHNOM]
Suboption: WP Print Bulk Feedings/Cost Report [FHNO10]

This option will produce a delivery listing or labels for all bulk supplemental feedings for all wards served by a Supplemental Feeding Site. A cost report and consolidated pick will also be produced.

Prompt/User Entry:

Select SUPPLEMENTAL FEEDING SITE (or
ALL): **ALL <RET>**

Do you want Labels? N// **<RET>**

Select LIST Printer: HOME// **<RET>**
RIGHT MARGIN: 80// **<RET>**

Discussion:

Select one Supplemental Feeding Site
(enter ?? <RET> for listing) or ALL.

Only press <RET> if you do not want
labels (default is No//), but enter Y for
Yes if you want labels to be printed.

Enter printer device OR press <RET>
as shown for report to show on screen.

BULK NOURISHMENTS FOR: ALL SITES

Page 1

4-May-95 9:34am

--- NEW 1 EAST ---

3 GINGER ALE/STRAW
10 COOKIES
3 FRUIT,CND/SPOON
2 Jell-O/SPOON
1 BANANA
1 PEANUT BUTTER 1TSP
1 APPLE DUMPLINGS
6 JUICE OF THE DAY
6 MILK,2%
1 CUSTARD/SPOON

BULK NOURISHMENTS FOR: ALL SITES

Page 2

4-May-95 9:34am

--- NEW 2 WEST ---

3 MILK,2%
3 CRAX, REG, PKG
2 APPLESAUCE/SPOON
2 ICE CREAM/SPOON
1 JUICE, APPLE
1 SANDWICH DB I
2 POPSICLE
2 COOKIES
2 GATORADE

--- NEW 3 NORTH ---

BULK NOURISHMENTS FOR: ALL SITES

Page 3

4-May-95 9:34am

1 KOOLADE
1 JUICE, ORANGE QT
2 HARD CANDY
2 CUSTARD/SPOON
1 MILKSHAKE VANILLA
2 APPLE DUMPLINGS
1 BRAN
2 POPSICLE
1 BANANA

--- NEW 4 SOUTH ---

2 CEREAL I/BOWL/SPOON

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: SF Supplemental Feedings... [FHNOM]

Suboption: WR Review Bulk Ward Feedings [FHNO9]

This option allows the user to review the bulk ward feedings for a single ward. It provides a quick review of ward feedings. Changes to bulk ward feedings can be done only at the manager access level.

Prompt/User Entry:

Select DIETETICS WARD NAME: **1 EAST <RET>**

3 GINGER ALE/STRAW
10 COOKIES
3 FRUIT,CND/SPOON
2 Jell-O/SPOON
1 BANANA
1 PEANUT BUTTER 1TSP
1 APPLE DUMPLINGS
6 JUICE OF THE DAY
6 MILK, 2%
1 CUSTARD/SPOON

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SO Standing Orders... [FHSPM]
Suboption: IN Standing Order Inquiry [FHSP4]

This option displays the patient location, current diet, and active standing order.
This routine is for viewing only and does not permit change. Its purpose is to
provide Dietetic Service personnel with information about the patient's current
standing orders.

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 01-12-41
000000000 COLLATERAL

NUTRITION, PATIENT (5 CENTRAL)

Current Diet: NPO

Active Standing Orders

Even 1 CORN BEEF (I)

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SO Standing Orders... [FHSPM]
Suboption: SC Consolidate Standing Orders [FHSP7]

This option allows user to tally by Service Point and consolidate by meal or day.

Prompt/User Entry:

Select SERVICE POINT (or ALL): **ALL**
<RET>

Select Meal (B,N,E, or ALL): **ALL**
<RET>

Consolidated List Only? Y// **?? <RET>**
Answer YES or NO

Consolidated List Only? Y// **<RET>**

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Discussion:

Enter ?? <RET> to get listing of Service Points, then select Service Point or ALL as shown.

Enter B, N, E, or ALL.

Only press <RET> if answer (default) is yes.

Enter printer instructions OR press <RET> to see report on screen.

13-Jul-95 C O N S O L I D A T E D S T A N D I N G O R D E R S Page 1
1:53pm

13-Jul-95 Break

	DOM-C	HOSP-C	HOSP-T	NHCU-T	TOTAL
APPLE	5	1	14	5	25
BEEF BLENDER				1	1
CANNED FRUIT			1	1	2
CEREAL				1	1
CHICKEN BROTH			3		3

13-Jul-95 C O N S O L I D A T E D S T A N D I N G O R D E R S Page 2
1:53pm

13-Jul-95 Break

	DOM-C	HOSP-C	HOSP-T	NHCU-T	TOTAL
DIET PUDDING					1
FRUIT PIE				2	2
Jell-O		2	2	2	6
ORANGE JUICE				1	1
PEANUTS	9	3	38	15	65
WHITE BREAD			4	3	7
# OF PATIENTS	6	3	17	8	34

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SO Standing Orders... [FHSPM]
Suboption: SE Enter/Edit Standing Orders [FHSP3]

This option is for entering or editing standing orders. Enter the patient's name, and patients having a current standing order will appear with that order in the prompt sequence. Patients without orders will appear as "No Active Standing Orders." You may edit a standing order by answering yes to the prompt below and entering the correct number of the order. It is important to remember that standing orders automatically appears on both the diet card and the tray ticket, regardless of diet order.

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET>** 11-02-33 000000000
SC
VETERAN

NUTRITION, PATIENT (1 EAST)

Current Diet: **REGULAR <RET>**

Active Standing Orders

1 Break	1 APPLE (I)
2 Break	1 APPLE
3 Break	2 POTATO PANCAKE
4 Break	3 PEANUTS
5 Break	1 COKE
6 Noon	1 APPLE
7 Noon	4 LADY FINGERS
8 Noon	2 LEMON COOKIES
9 Even	3 LEMON COOKIES (I)

Edit a Standing Order? YES// **<RET>**

Edit which Order #? **2 <RET>**

Standing Order: APPLE // **< RET>** @ .. Done

NUTRITION, PATIENT (1 EAST)

Current Diet: REGULAR

Active Standing Orders

1 Break	1 APPLE (I)
2 Break	2 POTATO PANCAKE
3 Break	3 PEANUTS
4 Break	1 COKE
5 Noon	1 APPLE
6 Noon	4 LADY FINGERS
7 Noon	2 LEMON COOKIES
8 Even	3 LEMON COOKIES (I)

Edit a Standing Order? YES//

Edit which Order #? **7 <RET>**

Standing Order: LEMON COOKIES // **<RET>**
Select Meal (B,N,E or ALL): N // **<RET>**
Quantity: 2// **1 <RET>**

ADD this Order? Y// **<RET>** .. done

Select Patient (Name or SSN):

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SO Standing Orders... [FHSPM]
Suboption: SL Print Standing Order Labels [FHSP8]

This option allows the user to print labels for standing orders.

Select SERVICE POINT (or ALL): **ALL**
<RET>

Enter ?? <RET> to get listing of Service Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**
<RET>
Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **N <RET>**

Place Labels in Printer

Select LABEL Printer: HOME// **<RET>**
PC ETHER NET RIGHT MARGIN: 80//
<RET>

Enter printer instructions OR press <RET> to see report on screen.

NUTRITION, PATIENT NEW 2 WEST/
0000 *NURSE 15-Mar-95 NOON
1 APPLE

NUTRITION, PATIENT NEW 2 WEST/
0000 *NURSE 15-Mar-95 NOON
2 LEMON COOKIES

TEST, ASIH NEW 2 WEST/205-01
0001 15-Mar-95 NOON
2 APPLE

TEST, PASS NEW 2 WEST/207-02
0002 15-Mar-95 NOON
1 APPLE

TEST, PASS NEW 2 WEST/207-02
0003 15-Mar-95 NOON
3 LEMON COOKIES

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: SO Standing Orders... [FHSPM]
Suboption: TS Tabulate Standing Orders [FHSP5]

The purpose of this option is to print the totals of the standing orders by meal. The totals change when discharges occur.

Prompt/User Entry:

Discussion:

Select SERVICE POINT (or ALL): **ALL**
<RET>

Enter ?? <RET> to get listing of Service Points, then select Service Point as shown.

Select Meal (B,N,E, or ALL): **??**
<RET>
Enter B for Breakfast, N for Noon, E for Evening or ALL for all meals

Enter B, N, E, or ALL.

Select Meal (B,N,E, or ALL): **N <RET>**

Select LIST Printer: HOME// **<RET>** PC
ETHER NET RIGHT MARGIN: 80// **<RET>**

Enter printer instructions OR press <RET> to see report on screen.

HELPFUL HINTS AND NOTES

1. The tabulated standing orders do not have patient identification or location.
2. Diet office personnel need to transfer the standing order information to the manual diet card. Standing orders automatically appear on both the tray ticket and diet card.
3. All orders appear on one sheet. Duplicate sheets may need to be run for different preparation areas.
4. Reminder: Standing Orders are not saved after discharge.

NOON

Quantity	Order
14	APPLE
9	BEEF BLENDER
2	CANNED FRUIT
1	CHICKEN BROTH
2	CHICKEN LEG
2	CHICKEN SOUP
3	COKE
3	COLE SLAW
2	DIET PUDDING
1	DOUBLE PORTIONS
1	FRESH SALAD
1	FRUIT PUCH (ART)
1	FRUIT PUNCH (NATURAL)
5	GRILLED CHEESE
1	HEATH BAR
4	HOT CHICKEN WINGS
36	LADY FINGERS
25	LEMON COOKIES
7	OREO COOKIES
1	PEACHES
1	PEPSI
3	POTATO PANCAKE
1	POTATO SALAD (HOME)
1	PUDDING
2	PUDDING (NONE LACTIVE)
1	PUDDING (WHOLE MILK)
2	SOUR CREAM
1	SPINACH
1	WHALE BLUBBER
2	WHITE BREAD

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: TF Tickler File... [FHCTF3]
Suboption: CL Clear Tickler File Entries [FHCTF2]

Upon completion of items on the list, the user needs to clear the item from the list. If this is not done, items will keep reappearing until cleared, a new status is entered, or the patient is transferred/discharged, etc. Personal items only disappear from the Tickler printout when the reminder date is past. It is not possible to clear them manually.

Items on the Tickler File are automatically cleared if:

1. A new status is entered, or a veteran is re-screened
2. A diet is ordered for a patient who was NPO
3. Supplemental Feedings are changed
4. A tube feeding order is re-ordered or changed

NOTE: When a tube feeding is changed or ordered, the clinicians will still automatically receive a mailman message indicating that a tube feeding has been ordered.

5. Consults are cleared

Items must be manually cleared from the Tickler if:

1. A patient has been reviewed, and no changes have been made
2. A progress note has been written in the chart for Nutrition Status or Diet follow up
3. Items have been entered as an encounter based on reminders from the tickler
4. Supplemental feedings are reviewed.

Prompt/User Entry:

Discussion:

Answer Y at "Is Order OK" prompt to keep the item in the Tickler File, or answer N to remove the item from the Tickler File. User will then be prompted through any remaining items eligible to be cleared from the Tickler File.

Select CLINICIAN: DIET,DIET// **<RET>**

NUTRITION, PATIENT (0000) Female Age 20 3 SOUTH 3S-02

DIET ORDER

Current Diet: NO ORDER

Is Order OK? Y// <RET> ... done
NUTRITION, P1 (0001) Male Age 45 4 SOUTH 410-03

TUBEFEEDING

Date Ordered: 30-Aug-93 4:08pm

Product: CRITICARE HN, Full Str., 75 CC per Hour X 12 hrs
Product: OSMOLITE HN, Full Str., 50 CC per Hour X 16 hrs
Product: PROPAC, Full Str., 100 CC per Day

Total KCAL: 2143 Total Quantity: 1800 cc
Comment: XXXXXXXX

Is Order OK? Y// <RET> ... done
NUTRITION, P2 (0002) Male Age 55 4 SOUTH 410-02

DIET ORDER

Current Diet: FULL LIQUID
Service: Tray

Is Order OK? Y// <RET> ... done

HELPFUL HINTS AND NOTES

1. When the Clinical Nutrition staff needs to provide coverage for an unfamiliar ward, it is possible to print the list of another staff member. This will assist in determining priorities on the new ward.
2. Personal items such as meetings entered under the Tickler File option cannot be cleared. They will disappear once the date you have entered is past.
3. At some medical centers, data is kept on consults that have been ordered using the encounters option. The easiest way to do this is to clear the consult by using the Clear Consult option (XC) which will automatically clear the item from the Tickler File and bring up the Encounters option if you answer "YES" at the prompt. The longer way to track this data is to clear the consult using the Tickler File and then go to the Clear Consult (XC) option which will drop you into the encounters option if you answer "YES" at the prompt.
4. The computer requires that not only each ward entered be totally different from every other ward entered, also each room must be totally different from every other room. At many facilities the same room number can be found on more than one ward. If this is true at your facility, a way to differentiate each room from every other room will have to be determined. One of the easiest ways to do this is to add the ward that the room is on to the end of the room number when this information is entered by your Clinical Manager and/or Applications Coordinator.

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: TF Tickler File... [FHCTF3]

Suboption: DI Display Tickler File [FHCTF1]

Patients' names and personal reminders appear on the Tickler File lists.

Patients' names appear on the lists based on the policies and procedures of your facility and entries made in the Production Diet and Dietetic Ward Files.

Information will also appear when consults are requested by your ward staff.

The Tickler File is dependent upon the Admissions/Discharges/Transfers (ADT) File from Medical Administration Service. Discharged patients whose names currently appear on a Tickler File will not appear on the list the next time a list is printed. Transferred patients whose names currently appear on a Tickler File list will appear on the list of the receiving dietitian the next time a list is printed.

It is possible to print the Tickler File list through a future date if desired.

Prompt/User Entry:

Select CLINICIAN: DIET,DIET// **<RET>**

Through Date: TODAY// **<RET>** (MAY 18, 1995)

Select LIST PRINTER: HOME// **<RET>** SET HOST

Enter printer device OR
<RET>.

18-May-95 2:49pm

T I C K L E R F I L E

Page 1

DIET,DIET

Thru: 18-May-95

25-May-93 1:41pm Diet Review: CLEAR LIQUID
NO,ORDER 1 NORTH 1N-01

8-Mar-95 1:50pm Diet Review: FULL LIQUID
TEST,TSIX 4 NORTH 4N-03

17-Mar-95 10:59am Diet Review: CLEAR LIQUID
BRAND,NEW P 6-BBC 601-01

29-Mar-95 2:35pm Diet Review: FULL LIQUID
NUTRITION, PATIENT 4 EAST 4E-01

7-Apr-95 11:42am Status: No Admission Status
TEST,MAX 3 SOUTH 3S-03

14-Apr-95 11:57am Diet Review: REGULAR
NHCU,FINAL 6-BBC 602-01

Press RETURN to continue or "^" to exit.

Menu: CM Clinical Management... [FHMGRC]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: TF Tickler File... [FHCTF3]
Suboption: EN Enter Tickler File Item [FHCTF3]

This option allows you to keep track of other things such as meetings, scheduled treatment teams, and project due dates. Up to 60 characters and spaces can be entered for each date and time.

Prompt/User Entry:

Discussion:

Date/Time: **3/24 <RET>** (MAR 24, 1995)

Comment: **Attend Prime Vendor
Meeting at 10am. <RET>**

You may enter comments up to 60 characters.

Date/Time: T+2 (MAR 24, 1995)
Comment: Attend Prime Vender Meeting at 10am.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: EP Enter/Edit Patient Diet Pattern [FHMTKE]

This option allows the user to enter a specific Diet Pattern for a selected patient for each of the three meals. A patient will need an individualized diet pattern when the patient requires a different pattern than the one in the Diet pattern file; therefore, the pattern need to be adjusted for the patients need and be saved or there was no diet pattern created in the Diet Pattern file. Otherwise, there is no need to save an individualized pattern for each patient. Whenever a diet order is changed the individualized pattern will no longer be effective. You can enter another individualized pattern for the patient if there is the need or you can import a previous pattern, if it exists, to the current-diet order using the option History of Diet Patterns (HP).

Prompt/User Entry:

Select Patient (Name or SSN): **ADMIT,TWO <RET>** 01-01-50 000000000
ALLIED VETERAN

Current Diet: MECHANICAL
Production Diet: MECHANICAL/DYSPHAGIA

Standing Orders

Break	1 APPLE
Break	2 POTATO PANCAKE
Break	3 PEANUTS
Break	1 COKE
Noon	1 APPLE
Noon	4 LADY FINGERS
Noon	2 LEMON COOKIES

Diet Pattern

Breakfast	Noon	Evening
1 BEVERAGE	1 BEVERAGE	1 BEVERAGE
2 BREAD	2 BREAD	1 BREAD
1 JUICE I	1 JUICE I	1 APPETIZER
1 APPETIZER	1.5 APPETIZER	2.7 SOUP
2.8 BREAKFAST ITEM	1 SOUP	1 ENTREE
2 ENTREE	1 ENTREE	1 VEGETABLE
6 STARCH	1 VEGETABLE	2.3 DESSERT
1.5 DESSERT	2.6 DESSERT	
2 BREAKFAST MEAT		
2 CONDIMENT		
1 MARGARINE		

Select MEAL (B,N,E): B

1 BEVERAGE
2 BREAD
1 JUICE I
1 APPETIZER
2.8 BREAKFAST ITEM
2 ENTREE
6 STARCH
1.5 DESSERT
2 BREAKFAST MEAT
2 CONDIMENT
1 MARGARINE

Select a Recipe Category: **BEVERAGE** <RET>

Recipe Category: BEVERAGE // <RET>

Quantity: 1// <RET>

Enter/Edit More? Y// **NO** <RET>

Is this Correct to store? Y// **Y** <RET>

Storing Patient's Diet Pattern ...

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: OA Enter Additional Order [FHORO1]

This option is a free-text entry that can be used for all miscellaneous or unusual orders. It should not be used if another routine can accommodate the order.

Use this option to order supplemental feedings, test orders requiring unusual diets, or unusual or difficult diets.

To avoid duplication, orders entered within the past 24 hours will be shown first. A Dietetic Service user must process these entries by taking appropriate action. The action may be to enter nourishments or future diets, or to "clarify" a complex diet order by re-ordering it through the Order Diet (OD) option.

So that the ward user will know which orders have already been placed, a list of all additional orders for a patient for the past 24 hours is displayed at the time of patient selection. It is also displayed under Patient Profile (PP).

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 12-01-24
000000000 EMPLOYEE

*** WARNING ***
*** RESTRICTED RECORD ***

Additional Orders Last 24 Hours:

None Entered.

Additional Order: **XXXXXX <RET>**

You may enter free text up to 60 characters.

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: DO Diet Orders... [FHORDM]

Suboption: OD Order Diet [FHORD1]

This option is the principal routine for ordering diets. It has been designed to enable the ward clerk or nurse to order diets without extensive translation of the physician's written order, thus reducing the need for translation by non dietetic personnel. There is one exception.

The one exception requiring a minimal translation of physician orders involves the concept of the Regular Diet. For purposes of this program, a Regular Diet is defined as a completely unmodified diet. Orders such as Regular-No Added Salt (NAS), or Regular-Mechanical cannot be ordered. Valid orders for these examples would be "NAS" and "Mechanical", respectively, with each considered to be a modified diet. Although this clarifies a dietetic concept, it may be a departure from the routine ward staff perception of such diet orders.

Prompt/User Entry:

Select Patient (Name or SSN): **TEST, <RET>** ADMIT 01-10-29
000000000 SC VETERAN

Current Diet: **NO ORDER <RET>**
Comment: **Hold Tray due to Tubefeeding <RET>**

Tray, Cafeteria or Dining Room: T// **<RET>**

Order a REGULAR Diet? (Y/N) **Y <RET>**

You have selected the following Diet:

REGULAR

Is this Correct? Y// **<RET>**

Effective Date/Time: NOW// **<RET>** (MAR 22, 1995@12:15:07)

... Diet Order Accepted

You have missed the NOON cut-off.

Do you wish to order a LATE TRAY? (Y/N): **Y <RET>**
.. done

"Y" will automatically generate a late tray request. "N" will not order a late tray so that the order is effective at the next meal.

An ACTIVE Tubefeeding Order Exists!

Date Ordered: 22-Mar-95 12:12pm

Product: SUSTACAL, Full Str., 100 CC Three times a Day

Total KCAL: 300

Total Quantity: 300 cc

Comment: Tubefeeding Comment.

Do you wish to CANCEL the ORIGINAL Tubefeeding? Y// N ... no change

Select Patient (Name or SSN):

OD Order Diet

Select Patient (Name or SSN): TEST,PASS 12-03-44 000000000 SC
VETERAN

Current Diet: REGULAR

Tray, Cafeteria or Dining Room: T//

Order a REGULAR Diet? (Y/N) N

Select DIETS NAME: 3-4

1 3-4 GM SODIUM

2 3-4 GM SOD NO ADDED SALT

CHOOSE 1-2: 1

Select DIETS NAME: NO CONCENTRATED SWEETS

Select DIETS NAME: LOW F

1 LOW FAT

2 LOW FIBER

CHOOSE 1-2: 1

Select DIETS NAME: LOW PHOS TEST-LOW PHOSPHORUS(350mg)

Select DIETS NAME: LOW CHOLESTEROL

You have now selected the maximum of 5 Diet Modifications!

You have selected the following Diet:

NO CONCENTRATED SWEETS

3-4 GM SODIUM

LOW FAT

LOW CHOLESTEROL

TEST-LOW PHOSPHORUS(350mg)

Is this Correct? Y//

Effective Date/Time: NOW// (MAR 22, 1995@12:17:33)

Expiration Date/Time:

... Diet Order Accepted

You have missed the NOON cut-off.

Do you wish to order a LATE TRAY? (Y/N): Y

Select Time (1=1:30pm 2=2:30pm):1 .. done

Select Patient (Name or SSN):

If a diet is ordered for a patient receiving a tube feeding, the program will ask the user if the tube feeding should be canceled.

Certain diet information about the patient is automatically displayed prior to any prompts for ordering. The current diet order will be displayed, as will the lack of an order such as, "No Order", or an NPO order. Automatically upon admission, and in the absence of an NPO order, a new patient will be shown as having "No Order". However, an admission diet order can be automatically implemented by station choice.

The current diet order will change chronologically, based on all future orders stored in the patient's file. For example, the current diet may be displayed as a Clear Liquid at a point in time due to a test, regardless of the standing diet order. At the expiration of the Clear Liquid, the patient's previous diet order will automatically be reinstated and displayed as current.

Also displayed at the time of ordering a diet are all future diet orders. A warning to the user is also displayed as a preventive measure, since it is easy to unintentionally cancel NPOs or future orders by simply ordering another diet. The warning is followed by the prompt: Do you wish to cancel? Y/N: The user must answer this prompt.

If a diet has a diet pattern with an associated Supplemental Feeding menu, associated Standing Orders and/or associated food preference, these orders will automatically be implemented when the diet is ordered. This both saves time and creates additional problems discussed under option EP Enter/Edit Patient Order Pattern.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: OE Order Early/Late Tray [FHOREL2]

Interruptions or changes in meal service have always been difficult information for Dietetic Service to monitor. With this routine, ward staff can place future orders for early or late trays for a specific date and meal and request a bagged meal. The computer tracks early and late trays and related information such as days, meals, service times, and bag meals.

Prompt/User Entry:

Select Patient (Name or SSN): **ADMIT,TWO**
<RET> 01-01-50 000000000
ALLIED VETERAN

Select Start Date: **5/20 <RET>** (MAY
20, 1995)

Select End Date: 20-May-95// **<RET>**

Select Meal (B,N,E): **E <RET>**
Early or Late (E or L): **L <RET>**
Select Time: (1=5:50P 2=8:50P
3=9:00P) **3 <RET>**
Bagged Meal: NO// **<RET>**
... done

Discussion:

Use T for today or any date notation.
The program prohibits retroactive changes in meal service (i.e., it will not accept an order after the cut-off time.)

To order multiple trays over a period of time, enter the ending date of the period (up to 31 days in advance). To order a single tray, press <RET>.

OE Order Early/Late Tray

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET?** 01-12-32
000000000 SC VETERAN

Select Start Date: **MAR 27 95 <RET>** (MAR 27, 1995)
Select End Date: 27-Mar-95// **APR 1 95 <RET>** (APR 01, 1995)

Mon	Tues	Wed	Thur	Fri	Sat	Sun
M	T	W	R	F	S	X

Enter string of characters for desired days of week: e.g., MWF

Days of Week: **TRS <RET>**
Select Meal (B,N,E): **N <RET>**
Early or Late (E or L): **L <RET>**
Select Time: (1=1:00P 2=1:30P) **2 <RET>**
Bagged Meal: NO// **<RET>**
..... done

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: ON NPO/Hold Tray [FHORD3]

Although NPO and a Hold Tray are treated as diet orders in terms of practice, it actually is a suspension of service. Because these orders frequently occur alone, this function is a separate routine.

Prompt/User Entry:

Select Patient (Name or SSN):
NUTRITION, <RET> PATIENT 01-12-41
000000000 COLLATERAL

Current Diet: REGULAR (Tray)

Place patient on NPO/HOLD-TRAY.

Effective Date/Time: NOW// **<RET>**
(MAY 19, 1995@13:21:01)

Expiration Date/Time: **5/26 <RET>**
(MAY 26, 1995)

Comment: **XXXXX <RET>**
... done

Discussion:

Enter ?? <RET> at this prompt and any prompt below for help.

An expiration date is always requested but not required.

ON NPO/Hold Tray

Select Patient (Name or SSN): **NUTRITION, PATIENT** <RET> 02-15-18
000000000 COLLATERAL

Current Diet: REGULAR (Tray)

Place patient on NPO/HOLD-TRAY.

Effective Date/Time: NOW// <RET> (MAR 22, 1995@12:22:44)

Expiration Date/Time: **T+1@6:10** <RET> (MAR 23, 1995@06:10:00)

Comment: **Test NPO.** <RET>

... done

Select Patient (Name or SSN):

When a patient goes on pass and this is entered in the ADT program an NPO type of 'Pass' automatically generates. The patient is actually on pass, not NPO. Upon return from pass using the ADT program, the prior diet automatically resumes.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: OT Order Tubefeeding [FHORTF3]

This tubefeeding option has been designed to accept single as well as multiple products, strength and quantities. The quantity function is a mixture of quantities, times, frequencies and rates which should accommodate most physician orders. Allowable quantities consist of two parts separated by a slash; a number and unit combination followed by a frequency of administration. Frequency has been enhanced to handle specified number of hours and feedings. Samples of allowable quantities are in the following format:

Number and Unit/Frequency

2000CC/DAY	(2000CC per day)
100CC/HR	(100CC per hour for 24 hours)
100CC/HRX16	(100CC per hour for 16 hours)
300CC/Q3HX6F	(300CC every 3 hours for 6 feedings)
100CC/Q3H	(100CC every 3 hours)
8U/DAY	(8 U per Day)

The number may be any number from 1-5000. Acceptable units are kcals (K), cubic centimeters (CC), millimeters (ML), ounces (OZ), bottles (B), cans (CANS), and units (U). "Units" can be used to mean cans, bottles, containers, bags, etc. The letter "C" by itself is translated to be CCs (not calories).

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 12-01-47
000000000 COLLATERAL

An ACTIVE TUBEFEEDING ORDER exists!

Date Ordered: 27-Aug-96 8:41am

Product: OSMOLITE, 3/4 Str., 100 CC per Hour X 4 hrs

Product: PULMOCARE, Full Str., 100 CC Twice a Day

Total KCAL: 618

Total Quantity: 600 cc

Do You Wish to Cancel the Existing Tubefeeding and Enter a New One? Y// **N**
<RET>

Edit the Existing Tubefeeding.

When a patient is placed on a tube-feeding through the Order Tube-feeding (OT) option and the tray is held, it is not possible to send that patient supplemental feedings. Such feedings are automatically suspended because the patient is in an "NPO" state. In order to send a patient feedings, he must be receiving some type of a tray (i.e., have a diet order). See Supplemental Feedings (SF) program for more information.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
**Suboption: PA Enter/Edit Patient Reaction Data [GMRA PATIENT
A/AR EDIT]**

Dietetics now interfaces with the Allergy Tracking System Version 3.0 Package. This option will drop you directly into the Allergy Package option. Refer to Allergy Tracking System Version 3.0 User Manual, page 27, for complete prompt and user entry sequence.

The information will be displayed on the Dietetic Patient Profile (PP) and the Ward Diet Order List (WD), and on both the Diet Card and Tray Ticket.

Prompt/User Entry:

Select PATIENT NAME: **NUTRITION, <RET>** PATIENT 11-04-28 000000000
COLLATERAL

ADVERSE REACTION	VERIFIED	ALLER	OBS/HIST
-----	-----	-----	-----
FOOD/OTHER:			
EGGS	YES	YES	HIST
GRAPES	NO	YES	OBS
SODA	NO	YES	HIST
SOY SAUCE	NO	YES	OBS
SALT	NO	YES	HIST
Reactions: PUFFINESS			

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: PF Enter/Edit Patient Preferences [FHSEL3]

When a food preference is requested for a patient (either through the computer or by other means), it should be entered into the computer under this option if the preference is on the preference list.

After selecting the patient's name, the food preference is entered. Then the meals are selected which pertain to that preference.

HELPFUL HINTS

When using the option Enter/Edit Patient Preferences (EP), a current preference will be shown first, if one exists. If that preference is to be deleted, enter the @ sign. Although you are entering the new preference after the double slashes, it will not replace the preference which is in front of the double slashes. This can be confusing because it is unlike the way the editing is usually done in Dietetics software.

Field Definitions

Select Patient Name Field

This field designates the patient for whom food preferences are to be entered.

Prompt/User Entry:

Select Patient (Name or SSN):
NUTRITION, PATIENT <RET> 09-18-26
 000000000
 COLLATERAL

Discussion:

Enter name. (Current preferences will be displayed if any are on file.)

122-33-4456	NUTRITION, PATIENT	Male	Age 69	2 CENTRAL
	Likes		DisLikes	
All Meals	1 CHILI MAC, 1 GELATIN		NO GREEN FOODS, NO SHRIMPS	
Noon	1 TEA			
Noon, Even	2 PIZZA BURGER, 2 TANGERINE		NO CHICKEN	
	1 WHOLE-WHEAT BREAD			
Even	1 SKIM MILK			

Select FOOD PREFERENCES: NO
HAMBURGER// <RET>
FOOD PREFERENCES: NO HAMBURGER//
<RET>

Select one preference. Enter ??
<RET> to display the preference list.
If preferences are already on file,
the last entry will be displayed.

To delete a preference, enter the @
sign after the preference name//.

To add a new preference, enter
the name after the // prompt even if
a different preference is
displayed. Confirmation will be
requested asking if the new
preference should be added.

MEALS: B// <RET>

Enter a string of meals (e.g., B, BN
or BNE) or A for all meals.

Quantity: 1// <RET>

Enter a number from 2-9 or take the
default of 1 by pressing <RET>.

After the preference is entered into the computer, it will appear on the Diet Activity Report, the ward diet list, and the diet card. It does not appear on the Tray Ticket but, instead, prevents Dislikes food items from being printed. The order is preceded by "FP".

Upon subsequent admission, the preferences which are Dislikes will appear on the list format of Diet Activity Report/Labels (DA) and are preceded by "Pref:". Because Like preferences frequently change, they will not be shown.

EP Enter/Edit Patient Preferences

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET>**
000000000 COLLATERAL

02-24-47

Likes

DisLikes

All Meals 2 GELATIN
Noon, Even

NO BEEF

Select FOOD PREFERENCES: NO BEEF//

FOOD PREFERENCES: NO BEEF//

MEALS: NE//

Select FOOD PREFERENCES: NO PORK

MEALS: A

Select FOOD PREFERENCES:

Select Patient (Name or SSN):

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: PH Review Diet Orders [FHORD2]

This is a review of all orders (past, present, and future) pertaining to a patient. It allows viewing only. The review contains three parts with each in chronological order:

- Saved additional orders.
- Listing of orders, including comments, as they were entered into the computer.
- Diet Orders Time Line section displays all effective orders after the computer has sorted out all potential conflicts and removed all "canceled" orders. The Time Line represents which order was actually in effect at any time.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION,**
<RET> PATIENT 01-12-41
 000000000 COLLATERAL

List Orders from Date/Time: 24-May-94
 12:10pm // **<RET>**

Discussion:

Entering a <RET> (default) will show all orders. With a long admission, the user may enter a more recent date/time.

Current Diet: NO ORDER
 Comment: Hold Tray due to Tubefeeding

Tubefeed Ordered: 19-May-95 2:06pm
 Product: TEST FLUID RESTRICTION, Full Str., 100 CC per Hour
 Total Quantity: 2400 cc Total KCAL: 648000
 Comment: XXXX

Effective	Expires	Type	Order
24-May-94 12:11pm			NO ORDER
24-May-94 3:12pm			T REGULAR
28-Jul-94 9:52am	29-Jul-94	T	FULL LIQUID
29-Jul-94 11:06am		T	REGULAR
29-Jul-94 1:54pm	1-Aug-94	T	FULL LIQUID
2-Aug-94 1:31pm		T	3-4gm SODIUM
2-Aug-94 1:35pm		T	REGULAR
2-Aug-94 1:42pm		T	REGULAR
2-Aug-94 1:44pm			PASS
2-Aug-94 2:45pm	3-Aug-94	T	FULL LIQUID
20-Oct-94 11:40am		C	REGULAR

----- Diet Orders Time Line -----

Effective	Type	Order
24-May-94 12:11pm		NO ORDER

24-May-94 3:12pm	T	REGULAR
28-Jul-94 9:52am	T	FULL LIQUID
29-Jul-94	T	REGULAR
29-Jul-94 11:06am	T	REGULAR

HELPFUL HINTS AND NOTES

1. Be familiar with and use available reference material.
2. Learn the back-up system to use in case of computer failure.
3. Request that MAS input effective dates to include time. If admissions are entered as "Now", time will automatically be included.
4. Encourage the use of meal designations (B,N,E). This prevents the need to know meal and cut-off times.
5. Supplemental Feedings and Standing Orders may be automatically suspended when meals are stopped because of an order for NPO/ Hold Tray (ON). They are not suspended for patients on "No Current Order" who have had no diet ordered, through one of the diet order options or the Default Admission Diet.
6. A second order (repeat) for the same diet will not generate a label or print on the Diet Activity Report in the Diet Office.
7. NHCU (and Domiciliary) patients who are absent sick in hospital are still residents of the NHCU/Domiciliary. All orders in effect in the NHCU/Domiciliary will automatically resume as soon as the patient returns. Orders in effect in the medical center do not carry over to the NHCU/Domiciliary.
8. The admitting diagnosis on Patient Profile is entered by the MAS clerk when the patient is first admitted and may not be correct.

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: PI Enter/Cancel Isolation/Precautions [FHORD4]

This routine transmits isolation information to Dietetic Service and prints it on the diet card label. It is also displayed on the Patient Profile (PP), List Early/Late Trays (EL) and Diet Activity Report.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 11-04-28
000000000 COLLATERAL

Select ISOLATION/PRECAUTION TYPE NAME: ?? <RET>

Choose from:

AFB ISOLATION
BLOOD/BODY FLUID PRECAUTIONS
CONTACT
DRAINAGE/SECRETION PRECAUTIONS
ENTERIC PRECAUTIONS
PROTECTIVE PAPER
RESPIRATORY
STAY OUT (** INACTIVE **)
STOP SIGN
STRICT

Select ISOLATION/PRECAUTION TYPE NAME: **BLOOD/ <RET>** BODY FLUID
PRECAUTIONS ...
done

Removing a patient from Isolation is done through this same option. After patient selection, the current Isolation status will be displayed followed by the prompt:

Do you wish to remove? (Y/N): A "Yes" or "No" answer is required.

PI Enter/Cancel Isolation/Precautions

Select Patient (Name or SSN): **NUTRITION, PATIENT <RET>** 10-07-52
00 COLLATERAL
01

Isolation/Precaution Type is: DRAINAGE/SECRETION PRECAUTIONS

Do you wish to remove? (Y/N) Y ... removed

PI Enter/Cancel Isolation/Precautions

Select Patient (Name or SSN): NUTRITION, PATIENT 10-07-52 000000000
COLLATERAL

Select ISOLATION/PRECAUTION TYPE NAME: ?
Answer with ISOLATION/PRECAUTION TYPE NAME
Choose from:

AFB ISOLATION
BLOOD/BODY FLUID PRECAUTIONS
CONTACT
DRAINAGE/SECRETION PRECAUTIONS
ENTERIC PRECAUTIONS
PROTECTIVE PAPER
RESPIRATORY

Select ISOLATION/PRECAUTION TYPE NAME: **BLOOD/BODY FLUID PRECAUTIONS**

...
done

Menu: CM Clinical Management... [FHMGRG]

Submenu: CD Clinical Dietetics... [FHDIET]

Option: DO Diet Orders... [FHORDM]

Suboption: PP Patient Profile [FHORD9]

This is most often used for a visual check of all current and future orders on a patient at a single point in time. It does not, however, display past orders. The types of information given may include:

- Patient Identification and Location
- Admission Diagnosis
- Allergies
- Isolation
- Current Diet
- Service
- Tubefeeding Order
- SF Order
- Last Three Years of Dietetic Encounters (Not Including Assessment and Screening Encounters)
- Additional Orders in 24 Hours
- Future Diet Orders
- Early/Late Tray Information
- Active Standing Orders
- Active Consults

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT
000000000 COLLATERAL

11-04-28

DEVICE: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

000-00-0000 NUTRITION, PATIENT M Age 66 2
CENTRAL/2C1-03

Allergies: EGGS, GRAPES, SODA, SOY SAUCE
Food Preferences Currently on file

	Likes	Dislikes
All Meals	1 CHILI MAC, 1 GELATIN	NO GREEN FOODS, NO SHRIMPS
Noon	1 TEA	
Noon, Even	2 PIZZA BURGER, 2 TANGERINE	NO CHICKEN
	1 WHOLE-WHEAT BREAD	
Even	1 SKIM MILK	

Isolation/Precaution Type is BLOOD/BODY FLUID PRECAUTIONS

Current Diet: No current order

Supplemental Feeding: No Order

No future Diet Orders exist

Press return to continue

000-00-0000 NUTRITION, PATIENT M Age 66 2
CENTRAL/2C1-03

No future Early or Late Trays ordered

No Active Standing Orders

No Active Consultations for this Admission

Press return to continue

Page 1

Age 54

NUTRITION, P HINES VAF 10-9034
000-00-0000 5 SOUTH/501-02 (Vice SF 509)

After patient selection, a list of all future early and late trays including date, time and meals is chronologically displayed to the user. The user selects the appropriate order by number. Multiple meals may be canceled by listing the numbers separated by commas or by listing a range of numbers, e.g., 1,3,4 or 6-10. The user may also select ALL.

Prompt/User Entry:

```
Select Patient (Name or SSN): NUTRITION,
<RET> PATIENT      09-18-26      0000000000
      COLLATERAL
```

Order	Date	Time	Meal
-------	------	------	------

No future early or late trays to cancel

Cancel Which Early/Late Order (or
ALL)?

OR user will see

Select 1 or more numbers or
ALL.

XE Cancel Early/Late Tray

Select Patient (Name or SSN): NUTRITION,

1	NUTRITION,P1	01-10-29	000000000	SC VETERAN
2	NUTRITION,P2	12-01-55	000000001	SC VETERAN
3	NUTRITION,P3	03-01-40	000000002	SC VETERAN
4	NUTRITION,P4	11-19-80	000000003	COLLATERAL
5	NUTRITION,P5	12-03-45	000000004	SC VETERAN

ENTER '^' TO STOP, OR

CHOOSE 1-5: 4 NUTRITION,P 11-19-80 000000000 COLLATERAL

Order	Date	Time	Meal
1	26-Mar-95	9:25A	Breakfast
2	27-Mar-95	9:25A	Breakfast
3	28-Mar-95	9:25A	Breakfast
4	29-Mar-95	9:25A	Breakfast
5	30-Mar-95	9:25A	Breakfast
6	31-Mar-95	9:25A	Breakfast
7	1-Apr-95	9:25A	Breakfast

Cancel Which Early/Late Orders (or ALL)? ?

Enter numbers, or range, of desired orders or ALL (E.G., 1,3,4 or 3-5 or 1,3-5 etc.)

Order	Date	Time	Meal
1	26-Mar-95	9:25A	Breakfast
2	7-Mar-95	9:25A	Breakfast
3	28-Mar-95	9:25A	Breakfast
4	29-Mar-95	9:25A	Breakfast
5	30-Mar-95	9:25A	Breakfast
6	31-Mar-95	9:25A	Breakfast
7	1-Apr-95	9:25A	Breakfast

Cancel Which Early/Late Orders (or ALL)? 1-3 ... done

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: XN Cancel NPO/Withhold Order [FHORD12]

After patient selection, a list of all future orders is displayed including the effective date, the expiration date, and the type of withhold order. If multiple orders exist, all will be displayed allowing the user to select the proper order.

Withhold orders entered through NPO/Hold Tray (ON) may be canceled through this option. It is also possible for the withhold order to be overridden by a diet order through Order Diet (OD). If a pass is ordered through NPO/Hold Tray (ON), it will be overridden by a return from pass through ADT. There is more than one way to cancel a withhold order. When the withhold order is canceled, the current diet and type of service is shown.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 01-12-41
 000000000 COLLATERAL

Current Diet: NO ORDER

#	Effective	Expires	Order
1	19-May-95 2:06pm		NO ORDER

Cancel Which Order #?

You have missed the (MEAL) cut-off.
 Do you wish to order a LATE TRAY?
 (Y/N)

Current Diet: SNK (Tray Service)

Discussion:

Select the number which corresponds with the withhold order to be canceled.

Y will automatically generate a late tray request.

N will not order a late tray so that the order is effective at the next meal.

This prompt may appear if the order is entered after the meal cut-off time but before the end of the alarm window when late trays may be ordered for that meal. This question will not appear if an early or late tray has already been ordered for that meal.

Will automatically display once

NPO order is canceled.

XN Cancel NPO/Withhold Order

Select Patient (Name or SSN): **TEST,A <RET>**
000000000 SC VETERAN

12-01-55

Current Diet: NPO

#	Effective	Expires	Order
1	17-Mar-95 10:23am		NPO

Cancel Which Order #? 1 ... done

Current Diet: CLEAR LIQUID (Tray)

You have missed the NOON cut-off.

Do you wish to order a LATE TRAY? (Y/N): Y

Select Time (1=12:50P 2=2:00P 3=3:00P): 3 .. done

Menu: CM Clinical Management... [FHMGRG]
Submenu: CD Clinical Dietetics... [FHDIET]
Option: DO Diet Orders... [FHORDM]
Suboption: XT Cancel Tubefeeding Order [FHORTF4]

After patient selection, the current tubefeeding order is displayed with a prompt.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 01-12-41
000000000 COLLATERAL

Date Ordered: 19-May-95 2:06pm

Product: TEST FLUID RESTRICTION, Full Str., 100 CC per Hour

Total KCAL: 648000 Total Quantity: 2400 cc
Comment: XXXX

Do you wish to CANCEL the ORIGINAL Tubefeeding? N// ... no change

DM Patient Data Log

The Patient Data Log (DM) supports the Diet Order Entry (DO), Supplemental Feedings, and Standing Order (SO) programs by providing the managers with a means for identifying specific users who have entered specific orders.

Menu: CM Clinical Management... [FHMGRG]
Submenu: DM Patient Data Log [FHDMP]

This routine allows for accountability for actions. Selection of a patient will generate a printout detailing every Dietetic order entered for that patient during any admission, who entered it, when, and in what order.

Field Definitions

Patient Field

Select a patient name or Social Security Number.

Admission Field

Allows user to specify which admission date to provide data. Default is C (Current), but other admission date identified by number are displayed as well.

Starting Date Field

This field allows the user to select which date to search from. The default is the first admission day.

Prompt/User Entry:

Select Patient (Name or SSN): **NUTRITION, <RET>** PATIENT 01-12-41
000000000 COLLATERAL

Choose from:

1 12-11-1990 @ 08:54:15
541 05-24-1994 @ 12:10:09

Select ADMISSION (or C for CURRENT): **541 <RET>** 2940524.121009

Starting Date: FIRST// **<RET>**

Enter <RET> to see data from the first day of admission, or you may enter a later date.

DEVICE: HOME// **<RET>** SET HOST

Enter printer device or <RET>.

Order: 3 Effective: 28-Jul-94 9:52am
Ordered by: YYYY,YYY
Diet: FULL LIQUID
Prod. Diet: FULL LIQUID

Expires: 29-Jul-94
Ordered: 28-Jul-94 9:54am

Service: Tray

Order: 4 Effective: 29-Jul-94 11:06am
Ordered by: YYYY,YYY
Diet: REGULAR
Prod. Diet: REGULAR

Expires:
Ordered: 29-Jul-94 11:07am

Service: Tray

Glossary

Access code	An individual's code used to gain entry to the computer system.
ADP	Automated Data Processing or Automated Data Processing Service.
ADTS	MAS software: Admissions, Discharge, Transfer, Scheduling. Dietetic's software requires that ADTS run effectively.
AMIS	Automated Management Information System - a VA wide centralized database.
Applications Coordinator	A person selected in each medical center's services who has the responsibility for the implementation/coordination of the ADP activities.
Backup copy	A copy of a file or information that is kept as a reference in case the original file is destroyed or unavailable.
Backup procedures	Methods of accomplishing work if the computer is not functioning.
Bit	The smallest unit of storage in the computer.
Bits and Bytes	The Dietetic Service quarterly computer newsletter.
Bug	An error in a program or a system.
Byte	The smallest addressable unit of storage of data; eight bits.
CAHG	Clinical Ad Hoc Group.
Character	A letter, digit, space, or other symbol that is used as part of the representation of data.
Code	A system of symbols and rules for use in representing information, or a series of letters used as part of a security code system, for gaining access to the computer system.

Command	A request entered on a terminal to have a function performed; e.g., a printer command.
Computer	An electronic device for performing high speed arithmetic and logical operation.
Computer system	A system composed of a computer, peripheral equipment, such as disks, printers, and terminals, and the software necessary to make them operate together.
Convention	Symbols or commands common to VA software.
CPU	Central Processing Unit; a major unit of the computer containing the arithmetic unit, main memory, and control unit.
Crash	A hardware or software failure that leads to an abnormal cessation of processing.
CRT	Cathode Ray Tube; refers to the terminal screen.
Cursor	A highlighted mark appearing on the CRT. A bright square or underscore character which indicates where the next entry on the keyboard will be recorded on the CRT.
Data	Characters arranged together in specific patterns, to which meaning is assigned; information.
Database	A large file of organized data which users can draw upon as a common pool of information.
Data Dictionary	A collection of information about the data in each file. It includes such information as data type, minimum and maximum length of the entry, and other files which are pointed to. Also called DD.
Default	An answer or response that is entered automatically into the computer program if no response is provided; is usually shown before the slashes, e.g., Name: Gingerale//.
Delete	To remove data from the system.

Device	In Dietetic Software programs, refers to the selection of the terminal display or the printer for receiving the output. May refer to any hardware.
DHCP	Decentralized Hospital Computer Program.
Dietetic User Manual	The manual provided with the Dietetics software which explains the programs.
Disk	A platter, similar to a phonograph record, coated with a magnetic surface on which data can be stored.
Diskette	A small disk.
Documentation	A collection of descriptions or procedures that provides information about a program so that it can be used properly and maintained.
Dump	To generate a printout of a file from main memory at a given point in time.
Edit	To correct, rearrange, and validate input data. To modify the form of output information by inserting blank spaces, special characters where needed, etc.
Electronic mail	A general term to describe the transmission of messages by the use of computing systems and telecommunications facilities.
Enter (key)	Key on the keyboard used at the end of a data entry or command to indicate that the user has finished the entry. Same as the return key on some terminals.
Field	In a record, a specific area used for a particular category of data.
File	A collection of related records, treated as a unit.
File Manager	A data base management system, developed by the Veterans Administration. Also referred to as VA FileMan.
Flag	A variable used in a program to indicate whether

	a condition has or has not occurred.
Global (Global Variable)	Refers to variables which are permanently stored on disk.
Hard copy	Printed copy of data stored in the computer.
Hardware	The physical equipment that makes up a computer system.
Help	Enter ?, ??, or ??? and an explanation or choices shows on the screen.
Input	Data that is submitted to the computer for processing.
Interface	A shared boundary between two devices, systems, or programs.
IRM	Information Resource Management.
IRM contact person	A person in the Information Resource Management service who will help answer questions for you.
ISC	Information Systems Center; ISCs are software development centers for VA software applications.
Job	A collection of specific tasks constituting a unit of work for a computer.
Jump	A departure from sequence in executing instructions in a computer.
Kernel	The set of utilities which performs the tasks of the VA computer system. Includes Menu Manager, Task Manager, Device Handler, the security system and specialized routines.
Keyboard	A device with an arrangement of keys like those on a typewriter; often includes a second set of numbers similar to a calculator pad.
K/Kilobyte	1024 bytes; refers to computer storage capacity.
LAYGO	Learn as you go; allows all users to add to the existing files.

Live account	Use of the programs with real persons as opposed to the test account.
Local variable	A variable which exists only in memory and is lost when exiting the program.
Log off/sign off	The process of exiting from the computer system.
Log on/sign on	The process of entering the computer system.
MailMan	An electronic mail program that enables users to send memos, letters, messages, documents from one computer terminal to another.
Mainframe	A large computer capable of supporting many peripheral devices and users.
MAS	Medical Administration Service.
MB/megabyte	One million bytes; or 1000 kilobytes.
Memory	A device for storage of data.
Menu	A list of choices presented by the software which represents a decision point in the running of the program.
MIRMO	Medical Information Research Management Office at VACO.
Modem Contraction	A device that transmits signals over a communications line.
MUMPS (M)	Now called "M". Massachusetts General Hospital Utility Multi-Programming System; a high level (source) computer language especially convenient for manipulating textual data.
Null	The absence of information.
Option	List/menu of choices of available programs; a single choice in the list.
Output	Information that comes from the computer after processing.

Password	A code used for gaining access to the computer system; may be referred to as access and verify codes.
Patch	The modification of a program in an expedient way.
Pointer	An address that specifies a storage location where data can be stored or retrieved.
Port	A connection between CPU and another device, by means of which data can enter or leave the computer.
Printer	A device to produce permanent (hard copy) computer output.
Prompt	A message on the display terminal requiring input from the user.
Program	A logically arranged set of instructions defining the operations to be performed by the computer.
Queue	Positioning behind other work; used in directing output work to a printer.
Retrieve	The process of accessing information previously stored by the computer.
Routine	Same as a program.
Sign off	Process of exiting the computer system.
Sign on	Process of entering the computer system.
Site parameter	A setting in a program which is decided upon and then left for the use of the program.
Sizing model	A formula developed to determine the equipment and CPU needs of a service.
Software	A set of computer programs associated with the operation of a data processing system.
Store	To retain data for future use.

Terminal	A device used by a person to send data and to receive data from the computer.
Test account	An account in which the software is first run before it is used live; is used to set up files, train on and practice.
Users	Persons who use the computer system.
User manual	Same as Dietetics User Manual if referring to Dietetics programs.
Utility	A program which performs many tasks of the computer system; Kernel in DHCP. The utility provides data processing support for the software programs.
VACO	VA Central Office, Washington DC.
VAMC	VA Medical Center.
VDT	Video display terminal; same as terminal.
Verify code	Series of letters; part of the security code used for accessing the computer.
Version	Various releases or editions of the Dietetics software programs. Newer versions, those with a larger number, replace earlier ones.
Word processing	The use of computers to create, view, edit, store, retrieve, and print text material.